



PTA Secretary:

Responsibilities and Guidelines

15 June 2019

Overview

Secretary Duties

Bylaws -- Article VII Section 3

- The recording secretary is responsible for keeping accurate records of the proceedings of the association.

Section 3. The Secretary shall:

- a. record the minutes of all meetings of this local PTA/PTSA, the board of directors, and the executive committee;
- a. be prepared to read the minutes of the previous meeting;
- b. file all records;
- c. have a current copy of the bylaws;
- d. maintain a current membership list; and
- e. perform such other duties as may be prescribed in these bylaws or assigned by this local PTA/PTSA or by the board of directors.

What to bring to a meeting

- Paper and pencil or laptop to take notes
- Copies of last meeting minutes awaiting approval

Taking Minutes

Guidelines

- Record the minutes of all meetings -
- general, board of directors, and executive committee.
- Minutes must be accurate but not verbatim unless recording a motion.

Tips

- Use the agenda as a guide or outline along with previous minutes

Taking Minutes II

Guidelines

- Record the date, time, and place of meeting, and time of adjournment.
- Take attendance with a sign in sheet (to establish quorum as required by bylaws).

Tips

- Use your judgement about what is important. Record the actions not the opinions of the members.
- Be concise.
- Committee reports can be recorded as “see report attached”

Taking Minutes III -- Motions

Guidelines

- Record the name of the person who makes a motion, or better yet, have him or her sign the written motion statement and file with minutes.
- Write Adopted or Failed at the end of the motion, record the vote for/against if by ballot.

Tips

- Request all motions and amendments be written. Index cards are helpful.

Correcting, Approving, Archiving Minutes

Guidelines

- At each meeting, the minutes of the previous meeting are read by the secretary or in silence by all present.
- The President will then ask if there are any additions or corrections of the minutes.
- Note corrections on the original copy and state the correction in the next set of minutes.
- Minutes are kept chronologically in a minute notebook and kept permanently .

Secretary's Notebook -- suggested contents

Section 1

- Section 1 Organizational Papers
 - Contact list of officers
 - Current bylaws
 - Approved Budget
 - Membership list (copy from membership chair)

Secretary's Notebook -- suggested contents

Section 2

- Section 2 Executive Committee and Board Meeting Minutes
 - Attendee list, Treasurer's reports, minutes, committee reports, handouts. File chronologically
- Section 3 General Meeting -- Same as Section 2
- Section 4 Miscellaneous -- newsletters

Records Retention

- Records to be kept permanently:
 - Articles of incorporation
 - Annual Audit Reports
 - Bylaws and amendments
 - Checks for important transactions (along with records)
 - Contracts and leases
 - Legal Correspondence
 - Equipment owned by PTA
 - Insurance Records
 - Minutes of meetings

Communications/Correspondence

Activities:

1. Send the list of newly elected PTA officers to the Council and Maryland PTA
2. Transition to new secretary -- notebook, minutes, social media and email accounts.
3. Helping keep records of relevant correspondence with PTA.
4. (optional) maintain social media for local PTA, weekly newsletter.

Resources for More Information

See PTACHC website, Secretary's section (What Should my PTA keep)

National PTA e-Learning

Questions?