


New York State
PTA *everychild. onevoice.*[®]



PTA Secretary

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The Secretary

- You're not "just" the secretary.
- Duties of secretary are second only to the duties of the president.
- The president is the head of the organization and the secretary is his or her right hand.
- The secretary retains all rights of membership: making motions, debating, voting.

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You Are:

- A member of your Executive Committee
- Essential - The meeting can't start without a secretary.
- A team player
- Accurate, but human
- Dedicated
- Organized

Do You Have Enthusiasm???

- Your attitude can help make or break a meeting
- If there is controversy, try to stay positive
- Enthusiasm is contagious
- Negativism is also contagious
- Help to make everyone feel welcome
- Everyone's participation is important

Secretary Duties

- Specified in your unit or council bylaws
- Article VIII – Duties of Officers Section 3 and Section 4
- Additional duties or details may be included in your procedures.
- Also include the duties of being an officer and board member delineated in the bylaws and procedures.

NYS Resource Guide: www.nyspta.org/MembersOnly/



Recording Secretary Duties

- Take minutes
- See that minutes are presented to the members for review and approved at the next meeting They can be:
 - E-mailed in advance 😊
 - Handed out at the meeting 😊
 - Read aloud at the meeting 😞
- Record attendance and confirm that a quorum is present



Bring To Each Meeting...

- Minute book - the official records
- Agenda
- List of unfinished business
- Motion slips
- Bylaws-you should read and understand them
- Procedures
- Robert's Rules of Order – reference for parliamentary procedures.

Bring To Each Meeting...(cont'd)

- Ballots - be prepared!
- Membership list
- Pens and notebook or paper
- List of Standing and Special Committee Chairs and Members

Responsibilities

- Assist the president in preparing the agenda
- Call the meeting to order in the absence of the president and vice president - (not too likely)
- Call to the president's attention any business overlooked-quietly

Responsibilities (Continued)

- Keep a record of board members' attendance
- Assist in counting votes
- Act as custodian of all records, except those specifically assigned to others
- REMEMBER - YOU ARE ORGANIZED!

Minutes – The Heading

- New York State Congress of Parents and Teachers, Inc.
or NYS PTA logo:



- Unit or Council or Region Name



Minutes – Should Include...

- Name of Unit, Council or Region
- Date, time and location of meeting
- Kind of meeting
 - Special or Regular
 - Executive Committee
 - Board or General Membership
- Name of Presiding Officer
- Status of previous minutes
 - Approved *OR* Approved as amended



Minutes (Continued)

- Treasurer's report:
 - Starting balance (from last meeting), total receipts, total expenditures, ending Balance
 - "The Treasurer's Report will be filed for audit."*
- Correspondence
- Names of individuals reporting
- Summary of reports
- Exact wording of motions - *If you do not use motion slips, write motions word for word and read back.*

Minutes (Continued)

- Points of order and appeals- (whether sustained or lost)
 - Name of the maker
 - Results of the vote
- Program topic and name (s) of presenter(s)
- Time of adjournment

'Respectfully Submitted' is outdated!

- Don't use that. Just end with:

Your signature

Your full name

Secretary

Date Approved: _____

As Presented or As Amended

Corrections

- Should be made in the margin after circling the incorrect word.
- Never erase or strike out words when correcting minutes.
- Minutes are legal records and can be used as documentation in litigation cases.

Minutes Do Not Include

- The person who seconds the motions
- Discussion of motions
- Withdrawn motions
- Personal comments or opinions
- Flowery phrases or graphics
- “Respectfully submitted”

After the Meeting

- Type up minutes
- Draft copy to president
- Reminder of motions to president

Duties of Corresponding Secretary

- Conduct correspondence, as requested
- Keep a file of correspondence
- Read aloud at meeting the correspondence received
- Reply to correspondence as directed
- Send notices of executive committee and board meetings as requested

Final Thoughts

- Always be prepared
- Put together your tools for success
- Read your resource materials
- Enjoy your job!
- Keep a sense of humor!

