The Role of the **PTA Secretary** . . .

Capturing and Preserving

Beth Pflomm
Secretary
Fourth District PTA
Secretary’s responsibilities

- Maintain records
- Take minutes at all meetings
- Sign authorizations for payment
- Assist president by preparing minutes as soon as possible
- Come to meetings prepared
Secretary as Executive Board Member

- Attend training
- Participate in meetings
- Follow Policies and Procedures
- Be a team player
- Understand your PTA’s finances
- Pass on your files
Corresponding Secretary

- Send out meeting notices
- Conduct authorized correspondence
- Notify officers of election
- Notify council/district of new officers

In the absence of a Corresponding Secretary, the Recording Secretary assumes these responsibilities
What records do you maintain?

- Legal records
  - Charter
  - Bylaws and standing rules
  - Minutes
- Previous minutes
- Current reports of officers or chairmen
- Financial reports
Bring to each meeting:

- Notepad, paper, or laptop to take notes
- Motion forms
- Minutes of previous meetings
- Up-to-date list of members
- Blank paper for ballots
- Red pen/pencil for corrections
Motion Form

Sunshine PTA

I move

Name

Date
Types of Meetings

- Executive Board
- Association
  - Minutes go back to group that created them
Taking minutes

Begin minutes with:

- Name of organization
- Type of meeting
- Date, time, place of meeting
- Name and title of presiding officer
Minutes contain . . .

- Attendance list
- Disposition of previous minutes
  - Approved as presented or corrected
- Budget and project approvals
- Statement of account (Treasurer’s report)
- Authorizations & ratifications for payments
- Project approvals
- Bylaws amendments
- Audit Report (twice annually)
Minutes also contain. . .

- Executive Board reports
- Motions, (including name of person making motion & result of vote)
- Summary of Chair reports
- Results of elections
- Brief notation of program
- Time of adjournment
- Signature of secretary
Recording the minutes

- Keep it brief (record what is **done**, not what is said)
- Formats
  - Hand write or type in permanent ink
  - Number pages
Distributing the minutes

- Post or provide copies at meeting
- Summarize
- E-mail (use caution) to Executive Board
  - Send in format that cannot be edited
- Do not post on website
  - unless password required
- Do not print in newsletter
Approving the minutes

- Only the group that created them may approve them
- Every agenda should include approval of minutes
- May use a committee for large meetings
- Write approved/corrected and date at the end of the minutes
- Does not require a motion
Correcting the minutes

- Note correction in current minutes
- Use red ink to correct master copy
- Circle incorrect words
- Write correction in margin
- Date and initial
- Never erase or fix and reprint
Storage of the minutes

What is best for your organization?

This is the history of your PTA!

- Use a bound book for permanent storage (purchase from 4th Dist.)
- Bind minutes together
- Electronic Storage
  - Format that cannot be edited
  - Storage must be controlled and maintained by the PTA
What to include in the Secretary’s Book

- Minutes (includes the agenda)
- Annual Budget and changes to it
- Financial Reports
- Written Committee and Officer Reports
- Audit Reports
- Bylaws Amendments
Fourth District PTA
Secretary 2017-19
Beth Pflommm

secretary@fourthdistrictpta.org