


**PTA Secretary:
We Can Do It!**


Western Region PTA
Summer Leadership Academy 2018

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We hope to cover:

- Know the Mission & Values
- The Secretary Is
- Get Training
- Day Zero
- Bring to the Meeting
- The Record: Minutes
- Computers and Cloud: MemberHub




**Know the
Mission & Values**

The overall purpose of PTA is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

In PTA we value:

- COLLABORATION
- RESPECT
- COMMITMENT
- INCLUSIVITY
- ACCOUNTABILITY
- INTEGRITY



The Secretary Is

- Fiduciary of an IRS regulated non-profit organization
- Recorder of the business of the organization
- Correspondent
- Historian
- Assistant to the president on behalf of the organization



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Get Training

- At home: e-learning from National PTA
 - Quick online courses on Robert's Rules, ethics, 501(c)(3), taking minutes, running a meeting, etc.
 - This is what your dues pay for.
 - Sign in to sign up at pta.org



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- * Local Unit Secretary This course is an introduction to the roles and responsibilities of the local unit PTA secretary. *approx. 30 min*
- * Local Unit Treasurer This course is an introduction to the roles and responsibilities of the local unit PTA treasurer. *approx. 40 min*
- * Quick Guide to Taking & Approving Minutes This course is a brief guide on how to properly take meeting notes for the Local Unit PTA Secretary. *approx. 10-15 min*
- * Quick Guide to Budget Basics This course will provide you with a short guide to specific budgetary duties and responsibilities that are needed to fulfill the requirements of a local PTA. *approx. 10 min*
- * 501(c)(3) Basics for Local PTAs This course will help local PTAs navigate the revocation process with the IRS and help them maintain their 501(c)(3) status. **10 minutes NEW**
- * Preventing Theft in Your PTA This course will teach you how to detect theft in your unit and what to do if you suspect it is happening. *approx. 30 min*

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Get *More* Training

- At home: e-learning from National PTA
- Western Region PTA
 - Summer Leadership Academy
 - Spring Conference
 - Training for your unit
 - Advice
 - Pres-Treas-Membership Roundtable



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Get *Even More* Training

- At home: e-learning from National PTA
- Western Region PTA
- New York State PTA
 - Resource Guide
 - Convention Workshops
 - Summer Leadership Conference



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Day Zero

- Training done
- Records received from past Secretary (organize them!)
- Supplies purchased
- Bylaws read
- Procedures read
- Consider: cloud, USB drive, scanner



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Bring to the Meeting

- The Secretary's Book
 - Bylaws & adopted procedures
 - Past approved minutes w/attachments
 - Membership list
 - Calendar
 - Budget



Bring to the Meeting

- The Secretary's Book
- Attendance sign-in sheet
- Previous minutes (draft) for approval, with all attached reports
- Notebook and pen!
- Ballots
- Correspondence
- Unfinished business list
- Board member list
- Motion forms
- Robert's Rules of Order



The Record: Minutes & More*

- The minutes are the legal record of a tax-exempt advocacy organization.
- Preserve.
- Not a transcript!
- Give me the facts Ma'am.
- What is done, not what is said.
- Use the agenda (prepared in advance by the President) for format.
- The minutes include...
- After the meeting...


*More includes charter documents, IRS letters, insurance policies, room use forms, events reports. See the blue handout. The PTA needs a procedure for who, where, what to preserve.



➤ **THE MINUTES INCLUDE...**

- Kind of meeting (special? regular?)
- Name of assembly (board? general membership?)
- Date, time, and place
- Call-to-order time
- Presiding (name and title)
- Quorum (Secretary establishes, know Bylaws)
- Minutes of previous assembly (amend/correct/approve)
- Reports of those asked to report (officers, chairs, others)
- ACTIONS (MOTIONS)...
- Old (unfinished) business
- New Business
- Announcements and program information
- Adjournment time
- Secretary's signature

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➤ **ACTIONS (MOTIONS)...**

- REQUIRED: QUORUM (see bylaws) ONLY MEMBERS CAN VOTE.
- Exact verbiage must be recorded by Secretary.
- Motion slip makes this easier.
- Ask to hear it again.
- Name of maker spelled correctly
- 2nd is required but not recorded according to latest Robert's Rule. (And NO second on committee reports.)
- Discussion AFTER motion made and seconded.
- Keep track of amendments. Ask if you are confused.
- Amendments become part of the motion and do not have to be documented otherwise.
- Motions withdrawn are not recorded.

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➤ **After the meeting...**

- Type the minutes.
- Mark as DRAFT.
- Collect the paperwork.
- Send DRAFT to the members of the group whose meeting it was. Attach the reports submitted at the meeting.
- File the minutes that were approved.
 - "Approved on <<date>>" (or Approved as amended)
 - Secretary signs the official copy.
 - Discard DRAFT
 - Official copy to official file
 - Copy to President
 - Copv for Secretary's book

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Computers and Cloud

- Back it up
- Paper record, CD, USB drive
- Electronic signature
- Compatibility of formats for different users
- Word vs pdf
- Document titles
- Free storage on **MemberHub**, Google, Amazon, Dropbox, etc.
 - Account for your PTA
 - Share access



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**Thanks for attending.
Leave me your email
to receive the slides.**

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