



## **Montgomery County Council of Parent Teacher Associations**

# **SECRETARY GUIDEBOOK**

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MCCPTA Office Hours  
9:00 am - 2:00 p.m. Monday – Thursday (School Year)  
10 am - 12 pm Tuesday and Thursday (Summer)

## **THE PURPOSES OF PTA**

The Purposes of MCCPTA, and those of the National PTA, Maryland PTA, and local PTAs are:

- To promote the welfare of children and youth in home, school, community, and place of worship.
- To raise the standards of home life.
- To secure adequate laws for the care and protection of children and youth.
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- To develop between educators and the general public such united effort as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

## **THE MISSION OF PTA**

To make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

## **Useful Contacts**

<b>MCCPTA</b>	<a href="http://www.mccpta.org">www.mccpta.org</a>
MCCPTA Office	301-208-0111
MCCPTA Office (FAX)	301-208-2003
<b>Maryland PTA</b>	<a href="http://www.mdpta.org">www.mdpta.org</a>
Maryland PTA (Glen Burnie)	1-800-707-7972 410-760-6221
Maryland PTA (Glen Burnie) (FAX)	410-760-6344
<b>National PTA</b>	<a href="http://www.pta.org">www.pta.org</a>

**MCCPTA: PTA in Montgomery County**

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Founded in 1944, MCCPTA has grown from 15 PTAs to 192 local PTAs and PTSAs. This growth reflects the vital role PTAs have had - individually and in council – in meeting the needs of our children and families.

Local PTA Presidents and their MCCPTA Delegates serve as a link between the Montgomery County Council of PTAs and the local PTA by participating in MCCPTA Delegates Assemblies, working with their Cluster Coordinators and Area Vice Presidents, and sharing information between the two organizations. Delegates will have information about what is happening across the school system to share with the members of their local PTA and will bring the perspective of their local PTA to the discussions at the county level.

General MCCPTA meetings, Delegates Assemblies, normally are held on the fourth Tuesday of the month during the school year at 7:30 pm at Carver Educational Services Center in Rockville and are open to all PTA members. The privileges of introducing motions, debating, and voting are limited to the voting body, which consists of the delegates from local PTAs (the president, or alternate, and two accredited delegates) and the members of the MCCPTA Board of Directors (the officers, area vice presidents, cluster coordinators, and committee chairs). The monthly meetings provide an opportunity for delegates to present ideas, debate issues, become better informed, make personal contacts with other PTA leaders, and vote on MCCPTA business.

Area Vice Presidents and Cluster Coordinators will also coordinate meetings with their local respective PTAs to develop the relationship between the PTAs and discuss issues of concern across PTAs.

MCCPTA Presents!, special informational programs, usually are held from 6:30-7:30 pm on the fourth Tuesday of the month prior to the Delegates Assembly. This program is open to the public and is later broadcast on MCPS-TV.

## **PTA SECRETARIES**

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This guidebook is a tool for the officer(s) who will take the minutes and keep the records of the PT(S)A. If the PTA has one secretary, instead of two separate secretaries designated as recording and corresponding, the duties outlined below would be combined.

## **CORRESPONDING SECRETARY**

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The Corresponding Secretary generally assumes the following responsibilities:

1. Keeping files of all correspondence and circulating a current correspondence file at executive board meetings, so members will be up-to-date on communications affecting the PTA.
2. Regularly checking the designated PTA mailbox at school and making sure the mail received there is distributed appropriately. Works with the president to keep mail flowing.
3. Preparing letters for the PTA as necessary. Such correspondence should be signed by the PTA president. For example, PTAs function only with volunteers so thanking them helps keep the PTA functioning well. Therefore, the corresponding secretary may write thank- you notes and letters. Greeting cards and sympathy notes on behalf of the PTA also are sometimes necessary.
4. Acting as recording secretary if that officer is absent. Thus, the corresponding secretary must also know all of the duties of the recording secretary such as the preparation of minutes.
5. Forwarding the names, addresses, phone numbers, and email addresses of the new officers in May or June, after elections, to the MCCPTA and Maryland PTA offices. This information should be sent via the Blue Book information form which can be found online at the MCCPTA website under SoCA/Officer Contact Information; a link to the Maryland PTA information form can be found there as well. Both forms need to be completed by July 1.
6. Obtaining, at the start of his/her term, the files and records of the PTA from the previous corresponding secretary. PTA materials and records are the property of the PTA.
7. Passing, at the end of his/her term, the files and records to their successor promptly to enable a smooth transition. PTA materials and records are the property of the PTA.

## **RECORDING SECRETARY**

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The Recording Secretary generally assumes the following responsibilities.

1. Taking, preparing, and distributing the minutes of meetings. (See the section below for details on the meeting minutes.)
2. Acting as custodian of the records, including membership lists, of the PTA.
3. Serving as an aide to the president by helping to keep meetings on track. The secretary should

also have available for reference a copy of the PTA bylaws, the minutes of previous meetings, and up-to-date membership lists. In the absence of a parliamentarian, the recording secretary may serve in that role and have a copy of Roberts Rule of Order available. Encourage the presiding officer to use parliamentary procedure to conduct business at all meetings.

4. Assisting the president in the preparation of an agenda for all meetings (see sample attached). Remind the president of all action items that need to be dealt with, and schedule appropriate committee reports. You will need to be familiar with the timelines for the organization, such as the election of the nominating committee, the bylaws committee, etc., and be certain that those items are placed on the agenda at the proper time.
5. Obtaining the files and records from the previous recording secretary at the start of the term of office. PTA materials and records are the property of the PTA.
6. Passing the files and records on to the next recording secretary promptly at the end of the term of office to enable a smooth transition. PTA materials and records are the property of the PTA.

## MEETING MINUTES

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Keeping the minutes is an important responsibility of the recording secretary. PTA leaders and members regularly need to review this record of actions. If there is ever a question about the specifics of actions approved by the group, the minutes are the record used.

A loose-leaf notebook and/or USB flash drive is usually the best record book for the secretary. Each set of minutes with the attachments can be kept in the notebook and/or on a USB flash drive for easy reference. Books of minutes and/or USB flash drive should be kept for the historical record of the PTA.

Draft minutes need to be available in some fashion. Hard copies of the minutes can be made available before the meeting by publishing them in a newsletter or posting them on a bulletin board at the school. In addition, electronic copies of the minutes can be made available by including them in an email or posting them on the school website. Prior to approving the minutes, they should either be read aloud or distributed to all attendees.

Minutes should include a record both of actions voted on and of the substance of discussion. Do not write a verbatim account or include individual comments. Note that it is not necessary for every officer and committee chairman to report at every meeting; oral reports should be made by those who have actions to propose or imminent activities to announce. Written reports should always be attached to the minutes in the PTA records.

Usually, the minutes should include the following:

1. Name of the PTA, date and hour of meeting, and place of meeting.
2. Who presided—usually the president.
3. That the presiding officer determined the presence of a quorum (by visible count if there is any doubt.) Use a sign-in sheet and include a list of attendees in the minutes.
4. Indicate if the minutes of the previous meeting were distributed and reviewed. Notation of their approval and any corrections made should be included in the current minutes.
5. Committee Reports. Encourage committee chairs to provide written reports. Written reports should then be attached to the minutes.
6. A record of all motions made and whether they passed or failed. The names of those who made the motions also must be noted. The names of those seconding the motions need not be recorded. Those making motions should be encouraged whenever possible to provide written and signed motions for inclusion in the minutes. This alleviates future contesting of the interpretation of motions that come before the body. Be prepared to verbally repeat the wording of the motion under consideration following discussion and prior to the vote, so that all participating will understand the motion.
7. A record of all votes taken. If a voice vote is taken, only the outcome needs to be recorded. If the vote is taken by headcount, roll call, or written ballot, the specific tally should be recorded.
8. A brief description of the program, if there was one.
9. Announcements.
10. The hour of adjournment.

The minutes should be completed as soon as possible after the meeting to ensure an accurate account. The longer you wait to complete them, the more likely you will be to forget or omit specific information.

Many PTAs post their approved minutes on their website and place a brief summary of the minutes in their newsletters.

## **SAMPLE AGENDA**

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### **Pleasant Ridge Elementary School PTA Meeting PRES Media Center**

Date and Time \_\_\_\_\_

CALL TO ORDER

APPROVAL OF AGENDA

APPROVAL OF MINUTES: Read or acted upon as distributed.

TREASURER'S REPORT: after discussion, this report is filed for audit, not approved.

OFFICER'S REPORTS:

- ✓ President
- ✓ 1<sup>st</sup> Vice President
- ✓ 2<sup>nd</sup> Vice President
- ✓ Corresponding Secretary: (Circulate correspondence file)
- ✓ MCCPTA Delegate

PRINCIPAL'S REPORT

STANDING COMMITTEE REPORTS:

- ✓ Membership
- ✓ Parent Involvement
- ✓ Cultural Arts
- ✓ Gifted and Talented/Special Needs/ ESOL

UNFINISHED BUSINESS

NEW BUSINESS

ADJOURNMENT

*Note:* Officer and Committee reports may be made in writing and attached to the minutes rather than orally presented at each meeting; if presented, only highlights should be included.

## **SAMPLE MINUTES**

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### **Pleasant Ridge Elementary School PTA Board of Directors PRES Media Center August 23, 2012**

The Pleasant Ridge PTA met on August 23, 2004; the president, Jane Atp called the meeting to order at 7:31 p.m. Those in attendance were (list names and offices). Following the reading of the PTA mission, the minutes of the previous meeting were approved as distributed with no corrections. The agenda (attached) was approved.

**TREASURER'S REPORT:** Copies of the treasurer's report were distributed and, following questions, the report was filed for audit. The treasurer, Kelly Long, advised the Board that she will be submitting written copies of her reports at each meeting. Bills should be given to her, with one of the voucher forms, as soon as they are received so that prompt payment can be made. Copies of the proposed PTA budget (attached) were distributed and reviewed by the board. Ms. Long said that the budget reflects the goals set in July which emphasize communication, parent involvement, and advocacy. The treasurer moved that the budget as proposed be approved and sent to the PTA membership for approval at the September general membership meeting on Back to School Night. The motion was seconded. The motion was approved by voice vote.

**PRESIDENT'S REPORT.** Jane reported on her activities since the last meeting. She was pleased to see four of the other officers attending the Maryland PTA Summer Conference. It was a very good conference and everyone learned some useful information, networked, and came home with fresh ideas and enthusiasm.

**VICE PRESIDENT'S REPORT.** Arthur Dad reported that the math specialist from the school system has agreed to present the new math curriculum at the general meeting in October since this is a topic that parents want to get more information on. He also will demonstrate the interactive technology components of the curriculum.

**CORRESPONDING SECRETARY.** The corresponding secretary pointed out the letter from the PTA to the Superintendent supporting the school's request for an instructional assistant for the second grade because of increased enrollment and a projected class size of 37 students.

**MCCPTA DELEGATE.** Henry Johnson reported that the delegate assembly in September will deal with the operating and CIP budget priorities for the current school year. MCCPTA Fall Training is scheduled for September officers and some committees on Saturday, September 21 at Central High School from 9:30 a.m. to 2:30 p.m. Henry encouraged all to attend.

**PRINCIPAL'S REPORT.** Ms. Adams indicated that the last of the painting in the hallways had been completed, and the school is ready to open on time. She expressed her appreciation to the board for their support in getting the maintenance department to do the painting. She also wanted members to know that she had had a phone conversation with the associate superintendent who said that there is a strong



possibility that Pleasant Ridge will receive an additional instructional assistant; we should know by the end of the week. She shared the School Improvement Plan with the executive board outlining the instructional goals and objectives for the school year. The School Improvement Team has included six parents. Since improving math scores is one of the goals, she was pleased to see that the PTA will be reviewing the new math curriculum at the October PTA meeting. Back-to-School Night will be held on September 20, beginning at 7:30 p.m. She will meet with Sue to coordinate plans for the evening.

**BYLAWS COMMITTEE.** John Evans, elected by the Executive Committee as the Bylaws Committee chairman in July, will be forming a committee to conduct the regular three-year bylaws review as required by Maryland PTA. Anyone wishing to serve on this committee should contact John. The committee will report on their initial review to the executive board in November.

**SCHOOL PROGRAMS COMMITTEE.** Joan Powers presented plans for Pleasant Ridge's Cultural Night in November. In meeting with the committee at the school, they have planned to focus on the arts. Parents will be asked to share the art objects, costumes, music and literature of their cultures. The music teacher will be coordinating a music program and is working with several parents in the selection of music. Ms. Rodriguez volunteered to work with a group of children to teach them a Venezuelan children's dance. A special movie night has been scheduled for families on Friday evening, September 15. Students from the high school will help supervise the small children as part of their community service requirement. Joan moved that the PTA fund the purchase of pepperoni, sausage, and anchovy pizzas and juice or soft drinks for the evening's refreshments. The motion was seconded. Al Carter moved to amend the motion by striking the word "anchovy" from the list of pizzas. The amendment was seconded and adopted. Annie Clark moved to amend the motion to insert the word "Domino's" before "pizza". This amendment was seconded but voted down because the best price should be a consideration in choosing the source. The main motion passed and the PTA will buy pizza with pepperoni and sausage along with juice and soft drinks for the Family Movie Night.

**REFLECTIONS.** Program is getting under way; committee will report in detail next month.

**UNFINISHED BUSINESS.** Mr. Alter, Membership Chair, presented the membership invitation that will be included in the Back-to-School packet. He moved that stickers be made to say "I joined the PTA" and be given to everyone who joins the PTA by or on Back-to-School Night. Coming from committee, the motion did not require a second. The motion was seconded and adopted.

**NEW BUSINESS.** The President reported that the Board of Education had sent out a draft of the Gifted and Talented Policy revision; they are seeking comments by October 20th.

The meeting was adjourned at 9:30 p.m.

Respectfully submitted, Carla Appleby, Recording Secretary