

Yikes - I'm the Secretary!
Good... Better... WOW!



Montgomery County Council of Parent Teacher Associations

SECRETARY

Revised: June 2017

MCCPTA Office

12900 Middlebrook Road, 3rd Floor Germantown, MD 20874

MCCPTA Mailing Address

P.O. Box 10754 500 N. Washington St Rockville, MD 20849

301-208-0111 | office@mccpta.org | www.mccpta.org

BASICS for Recording Secretaries

- Minutes
- Keep records
- Keep meetings on track
- Prepare agenda
- Fill in for Corresponding Secretary
- **BYLAWS!**





BASICS for Corresponding Secretaries

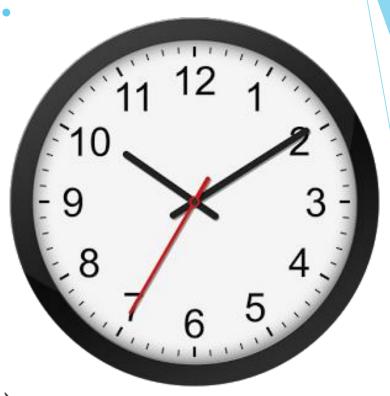
- Check the Mailbox!!!
- Write letters & cards
- Maintain correspondence
- Report officer contact info
- Fill in for Recording Secretary
- **BYLAWS!**





Minutes Should Include:

- Name of Meeting
- ▶ Date, Hour, Location
- Presiding Officer
- Quorum?
- Agenda & Minutes Approval
- Summary of Reports (attach)
- Motions & Votes (include name)
- Summary of Program
- ► Announcements & Adjournment time
- > YOUR NAME & TITLE!





ADJOURNMENT

PRES Media Center

PRES Media Center
Date and Time
Presiding Officer
Quorum met
CALL TO ORDER
APPROVAL OF AGENDA
APPROVAL OF MINUTES: Read or acted upon as distributed.
OFFICER'S REPORTS:
✓ President
✓ 1 st Vice President
✓ 2 nd Vice President
✓ Corresponding Secretary (Circulate correspondence file)
✓ Treasurer's Report: after discussion, this report is filed for audit, not "approved"
✓ MCCPTA Delegate
PRINCIPAL'S REPORT
STANDING COMMITTEE REPORTS:
✓ Membership
✓ Parent Involvement
✓ Cultural Arts
✓ Gifted and Talented/Special Needs/ ESOL
UNFINISHED BUSINESS
NEW BUSINESS

Bylaws Basics

- Find renewal date
 - Must be updated every 3 years
- Start 4 months early
- ▶ GET THE BOOKLET!!!
- Draft recommendations
- Meeting approval
- Mail to MARYLAND PTA
- Include 2 copies + minutes
- Look for approval or revisions

BYLAWS

of the

PARENT TEACHER ASSOCIATION OR PARENT-TEACHER-STUDENT ASSOCIATION

(County)
ncorporation #: D
lational PTA ID #:
imployer Identification Number (EIN):
Gales & Use Tax #:
Insured by: KNIGHT Insurance Services
Maryland PTTA everychild. onevoice. A Local Unit of PARENTS AND TEACHERS OF THE MARYLAND BRANCH OF THE NATIONAL CONGRESS 5 Central Avenue Glen Burnic, Maryland 21061 August 2016
PROVED BY LOCALAPPROVED BY STATE
FOR MDPTA USE ONLY!



Good... Better... WOW!

► Good: Minutes, Agendas, Bylaws

> Better: All Responsibilities

>WOW: 1 step ahead at all times



Need Help? bodsecretary@mccpta.org