



Yikes - I'm the
Secretary!

Good... Better... WOW!

MCCPTA

everychild.onevoice.



**Montgomery County Council of
Parent Teacher Associations**

SECRETARY

Revised: June 2017

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GUIDEBOOK

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!



SAMPLE AGENDA

Pleasant Ridge Elementary School PTA Meeting 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
- ✓ 1st Vice President
- ✓ 2nd 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

ADJOURNMENT

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

(Full Legal Name)
PARENT TEACHER ASSOCIATION
OR
PARENT-TEACHER-STUDENT ASSOCIATION

(County)

Incorporation #: D _____

National PTA ID #: _____

Employer Identification Number (EIN): _____

Sales & Use Tax #: _____

Insured by: KNIGHT Insurance Services

Maryland
PTA
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A Local Unit of
PARENTS AND TEACHERS OF THE
MARYLAND BRANCH OF THE NATIONAL CONGRESS
5 Central Avenue
Glen Burnie, Maryland 21061

August 2016

APPROVED BY LOCAL _____ APPROVED BY STATE _____

RESUBMIT BY _____ **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