


Secretaries

Gatekeeper's of Information



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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

- Maryland PTA Mission

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PTA Secretary

- Recording Secretary
- Corresponding Secretary



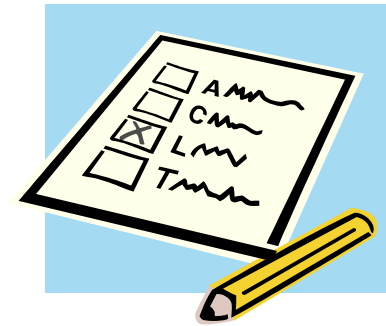
General

- The Secretary's job is to manage and keep the records of PTA business and to conduct and maintain correspondence as dictated by the bylaws. The Secretary is an elected officer and member of the board of directors.
- Often referred to as the right hand of the president, the secretary is an important position and will work closely with the president and other members of the board of directors.
- The records the secretary keeps and the minutes that the secretary takes are the permanent, legal, official documents of the organization.
- When you meet with outgoing secretary in a transition meeting , they will pass along all the permanent records and files to you – just as you will do to the incoming secretary when your term is over.
- *Do not panic if you do not have all the records!*

Recording Secretary

Duties & Responsibilities

- Record the Minutes
 - General Membership
 - Board of Directors
 - Executive Committee
- Read Minutes of Previous meetings
- Retains all Official Documents of PTA (Custodian)
 - Maintain & File all Official Documents/records
 - Reports – Treasurer, Membership & etc...
 - Procedure Book
 - Membership List
 - Bylaws
 - Maintain Current Motion book (slips)
- List of Reference Books
 - Dictionary
 - Robert's Rules of Order



Recording Secretary

Additional Duties & Responsibilities assigned by Local Unit/Board of Directors

- Call the meeting to order in absence of President or Vice-President
 - Per Robert Rules of Order
- Assist in planning meeting Agenda
- Meeting Preparation
 - Create/Maintain Sign-in Sheets
 - Provide copies of Agenda and Minutes
 - other reports (Treasurer, membership and etc...), if requested by the President

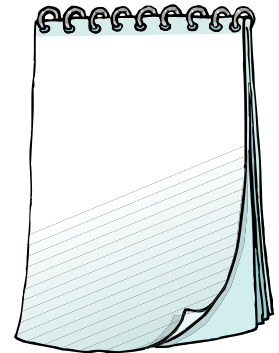


Recording Secretary

Duties during Meeting

Assigned by Local Unit/Board of Directors

- Conducts roll call
- Determines a quorum
- Counts a rising vote
- Reads or Distributes minutes of previous meeting
- Records the business transacted
 - Maintains All Motions Slips



TIPS FOR TAKING NOTES

- Minutes are legal documents and the official and historical record of the actions of the organization. They are permanent records and should be kept in an official binder.
- Minutes should be brief and factual.
- Just take notes on actions – minutes should state what is done, not what is said.
- They should never include the secretary's opinion or judgment. They should not include details or flowery language.

TIPS FOR TAKING NOTES (CONT'D)

- Accuracy is important, so if you are in doubt at all about a name, spelling, or the exact wording of a motion, stop the discussion and ask for clarification or read back what you wrote down to ensure that it is correct.
- Use a separate paragraph for each subject matter
- Work off the agenda. Before the meeting, create a template for the minutes from the agenda so you don't have to take the time to type/write agenda items during the meeting.
- Have the agenda for the meeting and all background information pertaining to the meeting so you can refer back to this information during the meeting. The whole process can flow much more smoothly if the recording secretary has some knowledge of the subjects to be discussed.

TIPS FOR TAKING NOTES (CONT'D)

- Sit as close as possible to the presiding officer. This makes it easier for the presiding officer to clarify any points that might have been made.
- Have a complete list of all attendees of the meeting. If this is not possible, have a sign in sheet or pass around a piece of paper for everyone to print his or her name.
- Do not deviate from the agenda. It is best to stick to the agenda as much as possible in order to keep all information on record.
- Number the pages as you go so you aren't confused later. Remember, though, that the minute-taker is responsible for providing good flow. Don't force yourself to write the minutes in the actual chronological order of the discussion - it may not work.

TIPS FOR TAKING NOTES (CONT'D)

- Record motions properly. A motion is a formal suggestion made by an attendee at the meeting that has been seconded by another attendee, and then passed by a vote. If the motion is not presented in writing, the recording secretary may need to restate a motion after a lengthy discussion. It is therefore very important to record these motions exactly as they have been stated. Record the person who made the original motion, the exact wording of the final motion, and whether the motion was approved or defeated. There is no need to record discussion, amendments, or the people who seconded the motion or suggested amendments. An example of how to document a motion is as follows: John Olson moved “that all meetings be held in Room 141.” The motion was adopted (or defeated). Or A motion by John Olson “that all meetings be held in room 141” was adopted (or defeated).
- Some PTA’s use motion sheets so all motions are written down; this is a best practice that is highly encouraged.

Recording Secretary

Motion Slips

SCHOOL NAME PTA, Inc.



School Name PTA

Motion Slips

Date _____

Motion Number _____

I move _____

Action Taken: Approved Decline Amended Referred Postponed Tabled Withdrawn



TIPS FOR TAKING NOTES (CONT'D)

- Record final, amended motions. There is no need to include the discussion or amendments that don't pass.
- Motions that are withdrawn do not need to be recorded.
- If there is a program, record the program topic, type of presentation, names of participants, important points covered.
- Record announcements.
- Record the time of adjournment.

TIPS FOR TAKING NOTES (CONT'D)

- Minutes should be signed by the secretary and dated.
- Prepare the minutes in the proper order as soon as possible following the meeting; forward a copy to the president for review.
- Present the minutes of the previous meeting at the following meeting. Minutes need to be approved before they are official. Once approved – even with amendments - record this at the bottom of the minutes, along with the date and your signature.
- Read Robert's Rules of Order. This is an excellent tool to assist anyone taking minutes. It will help to familiarize you with the format for making, seconding and amending motions.

Minutes Should Include

- The kind of meeting (regular, special, adjourned regular or adjourned special)
- Name of the association or assembly (general, board of directors, etc.)
- Date, time, and place of meeting
- Time the meeting was called to order
- Whether the regular presiding officer and secretary were present and the names of those who substituted in their absence.
- Quorum established
- Approval of the minutes of previous meeting - either approved as corrected (*a special meeting does not approve minutes*)

Minutes Should Include

- Summarized reports of officers and chairmen (important reports such as the budget or monthly treasurer's reports should be attached to the minutes and included in the official book)
- All motions and the name of the person who made each motion (except those withdrawn)
- Unfinished business
- New business
- Announcements
- Program information – just brief mention. Attach handouts if useful
- Time of adjournment.
- Signature of the secretary

Samples

- Agenda:

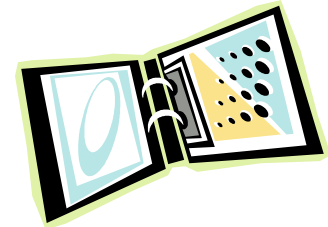
- [..\Sample Agenda.pdf](#)

- Minutes

- [..\Sample Minutes.pdf](#)

Recording Secretary Official Documents of PTA

- By-Laws
- Federal Identification Number (EIN#)
- Local Unit Officer Contact Information Form
 - Executive Board Member Contact List
- General Membership Roster (in conjunction with the Membership Chair)
- Committee Reports/Descriptions
 - Memberships
 - Treasurer
 - Principal
 - President
 - Committees
 - Other
- Financial Documents
- Budget
 - Proposed
 - Annual Financial Review
- Bank Statements
- IRS & Non-profit Requirements - copies
 - Personal Property
 - 990
 - Charitable Solicitation Documents
 - Insurance
- Other Documents (from National PTA, Maryland PTA, PTA Council and etc...)



Corresponding Secretary

Duties & Responsibilities

- Maintain all correspondence for local unit

- US Postal Mail
- Electronic Mail
- Other

- (In a Notebook)



- Maintain Membership Roster (in conjunction with Membership Chair)

- Notify Members/Community of Meetings & Events: (adhere to bylaws)

- Flyers, Social Media & etc...

- Executive Board/Board of Director
 - General Membership
 - Community

* Note, if there is only one secretary then these duties become the responsibility of the recording secretary.

Corresponding Secretary

Social Media in PTA

What is Social Media?

- Various forms electronic communications in which online communities are created to share information/content.

- Website
- Facebook
- Twitter
- Linked-In
- Instagram
- Blogs

twitter



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Social Media in PTA

Social Media allows one to communicate with several people simultaneously. Social Media is a great way to communicate with your membership. Yet, it's important to always remember the Mission and Purpose of PTA when communicating with your membership.

- Professional vs Personal
- Two or more administrators
- Limit Number of Post
- PTA Content Only
- Always use PTA Logo



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Key Take Away

- THE SECRETARY IS THE RIGHT HAND OF THE PRESIDENT.
- MINUTES ARE LEGAL DOCUMENTS AND MUST BE KEPT AS A PERMANENT RECORD OF THE ASSOCIATION.
- MINUTES SHOULD CONTAIN NOTES ON ACTIONS, NOT WHAT IS SAID.
- APPROVED MINUTES SHOULD BE PLACED IN THE OFFICIAL FILE AND MADE AVAILABLE AS APPROPRIATE.
- THE BYLAWS AND STANDING RULES IN THE PROCEDURE BOOK HAVE THE SPECIFIC DESCRIPTION FOR SECRETARY OF YOUR PTA.
- THE SECRETARY HAS THREE MAIN ROLES: RECORDER, CORRESPONDENT, AND RECORD MAINTAINER.
 - NOTE BASED OFF YOUR BYLAWS THERE MAY BE A RECORDING SECRETARY AND A CORRESPONDING SECRETARY



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Questions?

- Additional Training:

- National eLearning site:

- <https://www.pta.org/home/run-your-pta/elearning>

- Contact:

- secretary@mdpta.org

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