



# SECRETARY

The secretary is a critical position on a local PTA executive board and one of only two positions required by law for an association in Texas. The PTA secretary is responsible for keeping accurate records of the proceedings of the association, completing records of members and leaders, and sending communications on behalf of the executive board. Never say, "I'm just the secretary!"

An effective secretary should be prompt, accurate, dependable, and have a thorough knowledge of the PTA purposes, bylaws, standing rules, policies, and methods. This guide will familiarize you with the responsibilities required and the opportunities available to be an effective secretary.

## TOP 10 THINGS TO KNOW FOR THIS POSITION

1. **What to do FIRST:** Complete the Getting Started section on the backside of the page.
2. Work with the outgoing secretary to review your responsibilities and become familiar with your Local PTA's practices.
3. Develop a Plan of Work and submit it to the executive board for approval.
4. Ensure all executive board members have:
  - o Completed FOUNDATIONS training (Essentials and Basics)
  - o Signed the Local PTA Confidentiality, Ethics, and Conflict of Interest Agreement.
  - o Reviewed the Records Retention Policy. (Once reviewed by the executive board, it is submitted to the membership for adoption if there are any changes.)
5. Participate with the full rights of an executive board member, make motions, nominate candidates, enter into discussion, and vote.
6. Assist the president in establishing a quorum and maintaining a roll call record or sign-in sheet.
7. Call meetings to order in the absence of the president and vice president(s) and preside until the membership elects a temporary chair.
8. Keep on permanent file the PTA Employer Identification Number (EIN) as assigned by the IRS and the sales tax permit as assigned by the Texas Comptroller.
9. Provide your successor with the minutes, records, reports, procedure book, and other pertinent materials.

## KEY TRAINING

- FOUNDATIONS Essentials:** An introductory course for new PTA leaders that is required once in their PTA service.
- Basics Boardsmanship:** Required online course for all executive board members
- Basics Secretary:** Required online course for all secretaries.

### Key Resources

- Basics Boardsmanship & Secretary Resource Guides:** Written resource guides provide more in-depth answers to questions you may have about serving as the secretary.

## IMPORTANT DATES AND DEADLINES

- **August:** Ensure all board members have submitted their contact information to Texas PTA and completed all mandatory FOUNDATIONS training components within the first 30 days of their election or appointment. [Training Tracker](#)
- **Every Month:** Coordinate with the membership chair to ensure you have the most up-to-date membership roster submitted to Texas PTA.
- **End of the Fiscal Year:** Refer to the Secretary Basics Resource Guide to gather the required documents in preparation for the Financial Reconciliation Committee.

Questions? For more resources, visit [txpta.org/secretary](https://txpta.org/secretary); email [secretary@txpta.org](mailto:secretary@txpta.org); or contact your Council PTA, Field Service Representative, or the Texas PTA Office at 1-800-TALK-PTA.

# Quick Start Guide

*The Basics materials provide essential training for many PTA positions. This guide is just the beginning!*

## ABOUT PTA

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

*What this means: We engage, empower, and advocate to achieve our vision—every child's potential is a reality. Our mission statement guides us and should drive any significant decision. The funds we raise are used to support our mission.*

## WHAT IS PTA?

PTA is a 501c3, member-based association that advocates for the best interest of ALL children in many areas. It is self-governing and non-partisan. PTA advocates for or against issues but does not endorse any candidate or political party.

*What this means: You are a member of a nonprofit executive board and therefore have certain legal responsibilities. Executive board members have three fundamental fiduciary duties: the duty of care, duty of loyalty, and duty of obedience. Executive board members act as trustees of the PTA's assets and must exercise due diligence to oversee that the PTA is well-managed and that its financial situation remains sound. The executive board verifies that all filing requirements and tax obligations are completed.*

## OUR PURPOSE

- Welcoming families into the school community
- Communicating effectively
- Supporting student success
- Speaking up for every child
- Sharing power
- Collaborating with communities

## PTA STRUCTURE

Members  
 Local PTA (campus level)  
 Council PTA (district or community)  
 Texas PTA  
 National PTA

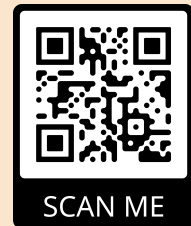
## FINANCE

### The Life Cycle of A Budget

- Elected/appointed executive board members create plans of work which include a budget detailing project-related expenses.
- PTA happens, and expenses occur.
- The executive board approves the plans of work, and the membership votes to adopt the budget plan. Financial reports are presented at each regular executive board and membership meeting. Financial reconciliation happens at the end of the year, and the membership receives the report at the first meeting of the next school year.

## TRAINING

Scan the code or visit [txpta.org/pta-training](http://txpta.org/pta-training) to learn more.



## GETTING STARTED

As a leader in PTA, there are a few things you need to do to start the year.

ONE	TWO	THREE	FOUR
First, join your local PTA! All executive board members must be PTA members.	Next, register with Texas PTA at <a href="http://txpta.org/register-as-a-board-member">txpta.org/register-as-a-board-member</a> .	Your local PTA secretary asks all executive board members to sign a Confidentiality, Ethics, and Conflict of Interest Agreement.	Your local PTA president asks all executive board members to create a plan of work, which begins the annual budget process.