

SECRETARY

**Secretary Basics – The Role and Responsibilities of the Job ...
Agendas, Minutes and Retaining Your Records!**

2017

Virginia
PTA[®]

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Secretary

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ROLE AND RESPONSIBILITIES



Terms to Know

- **PTA Mission**
- **Bylaws**
- **Executive Board (officers, principal and committee chairs)**
- **General Membership**
- **Procedure Book**

Parliamentary Procedure

Parliamentary Procedure is a set of rules we follow per our bylaws (Roberts Rules of Order) for conducting orderly meetings that accomplish the goals of the meeting fairly. Here are the benefits:

- **Courtesy for all**
 - **Maintenance of order**
 - **Consideration of one agenda item at a time**
 - **All sides get heard**
 - **Ability for each member to provide input**
 - **Majority rule**
 - **Maintenance of the right of the minority**
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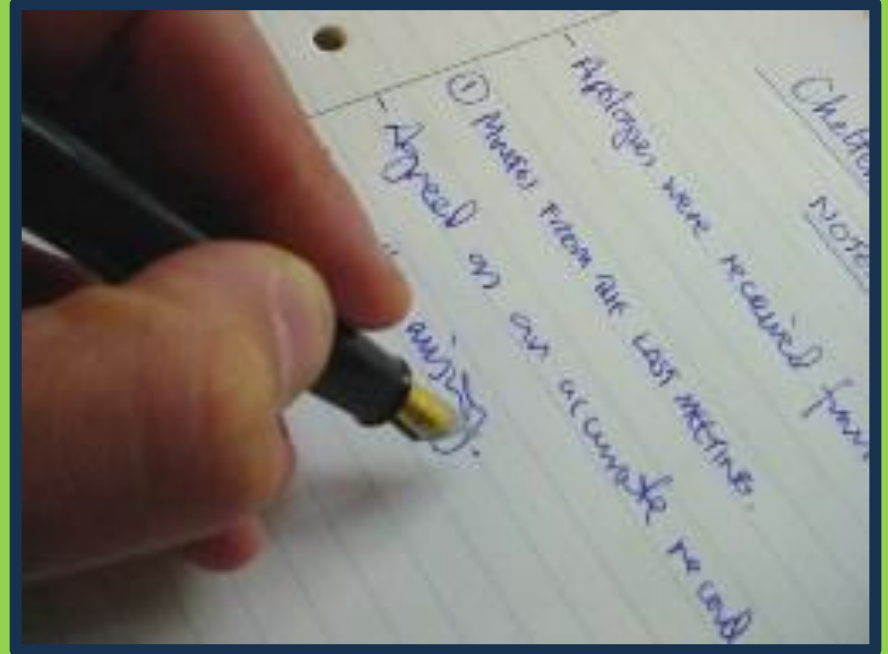
THE SECRETARY JOB

Your job is to manage and keep the current and historical PTA records for all Executive Committee, Executive Board and General Membership Meetings, and to conduct and maintain correspondence as prescribed in your bylaws.

You are the right hand of the president and will work closely with your board!

The records are the permanent, legal, official documents of your PTA. You are the custodian of these historical records – bylaws, minutes, attached reports and your membership roster. You maintain them and then pass them to the next secretary of your PTA.

TAKING THE MINUTES



Meeting Preparation

- At the direction of the president, send announcements to your meeting participants including the date, time and location. May include an ending time.
- Assist your president and board in developing the agenda. Use the example from our Training Library on www.vapta.org and customize it for your PTA.
- May also use a President's Agenda.
- At the direction of the president, send out the agenda and any supporting documents, including the draft minutes from the last meeting.

During the Meeting

The secretary:

- **Takes attendance, either by passing out a sign-in sheet or by taking role.**
- **Ensures that quorum is met (the number of members needed to conduct business, found in your bylaws)**
- **Presents the minutes from the last meeting, making any needed corrections. Sign and file them in your book.**
- **Takes the minutes.**
- **Counts votes (you are a voting member too!)**
- **Assists the president as needed**

TAKING THE MINUTES

- Record actions taken – minutes should reflect what is done, not every word said. DO be complete, concise, and accurate!
- Accuracy is important - if you are in doubt, speak up to clarify whether a decision has been made. If you are unsure about a name, spelling, or the wording of a motion, ASK!!!
- Work off the agenda, using a separate paragraph for each topic.

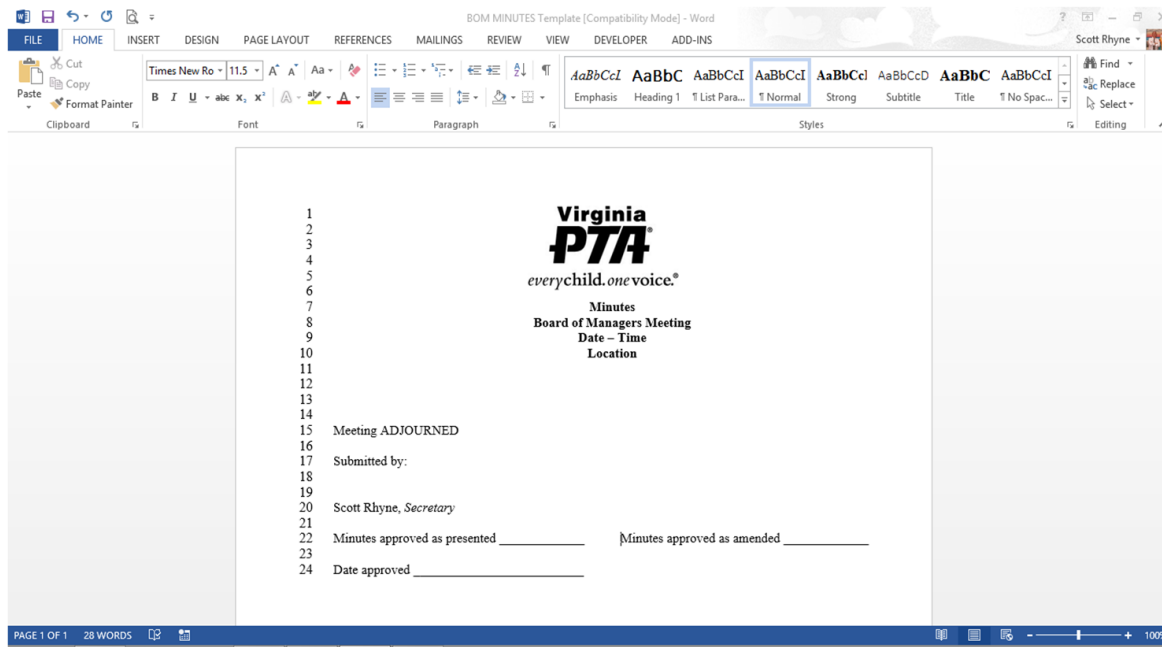
MOTION EXAMPLES

MOTION #5: “I move to approve the Family Fun Event at Great Wolf Lodge for the dates of September 26-27, 2014 at the rate of \$160.99 per night.” Motion made by Sarah Jones and was seconded. MOTION PASSED.

MOTION #6: “I move to change our meeting location from the cafeteria to the library for the remainder of this school year.” Motion made by Tammy Smith and was seconded. MOTION PASSED with a voice vote.



Template



Minutes Should Include:

- **Type of meeting (board, committee etc.), name of your PTA, date, time and place**
 - **Time the meeting was called to order**
 - **Attendance and if quorum was established**
 - **Approval of prior minutes**
 - **Reports of officers and chairs**
 - **Any unfinished and new business**
 - **Announcements**
 - **All motions and who made them**
 - **Time of adjournment**
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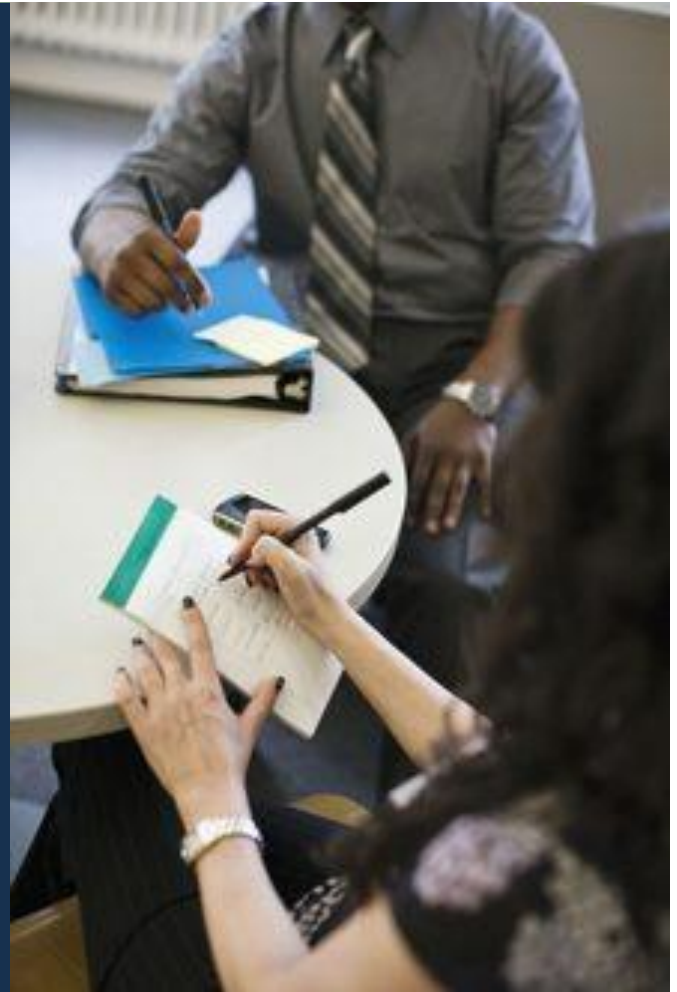
Examples of Phrases in Minutes:

- Arrived late / Left early: “Mary Smith arrived at 7:15 pm.” or “Mary Smith left the meeting at 7:35.”
- Reports: may be written or verbal. “Scott Rhyne, Secretary presented a written report. (attached)” or “Scott Rhyne, Secretary presented a verbal report.”
- Breaks. “President Brooks RECESSED meeting at 6:47pm. Meeting RESUMED at 7:00pm.”
- Minutes Approval:
Submitted by your signature (once approved) Scott Rhyne, Secretary
___ Minutes approved as presented
___ Minutes approved as amended
Date Minutes approved _____

AFTER THE MEETING

- Type up the minutes in a timely fashion.
- Attach ALL reports to the original minutes.
- The draft of the minutes should be sent to board members for corrections BEFORE the next meeting so members have opportunity to review and make suggestions for corrections.
- Once minutes are approved, place minutes in your official file.
- Post your approved minutes (on your website, in your newsletter etc.). Provide your board with a copy.

WHY MINUTES ARE IMPORTANT



Record Retention

- **Minutes are kept FOREVER!!! They are the permanent records of your association.**
- **Include ALL written reports – check for a Treasurer Report for every month.**
- **Include the most current and updated Membership Roster.**
- **Include your original, signed bylaws and any amendments. Include Virginia PTA bylaws amendments that are made at our Annual Conference each summer.**

- **These records should be available to your members!**

NETWORKING ACTIVITY



RESOURCES



Resources

www.vapta.org our
Virginia PTA website

info@vapta.org our
Virginia PTA office

secretary@vapta.org our
Secretary

www.pta.org
National PTA website
and
www.ptakit.org
Back-to-School Kit

And ... Roberts Rules of Order at www.robertsrules.org

THANK YOU
