



# PTA SECRETARY

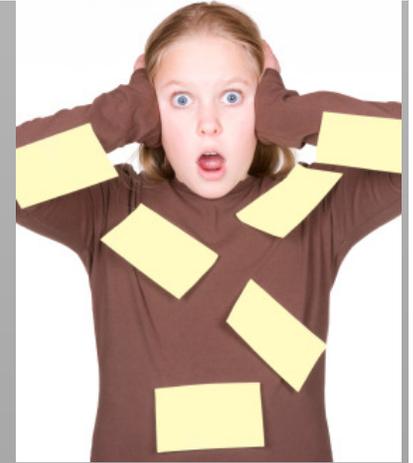
Take Note!

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**Florida**  
**PTA**<sup>®</sup>  
*everychild.one voice.*<sup>®</sup>

# PTA Secretary

The **Recording Secretary** is elected and is one of the three officers required for a PTA/PTSA (need Pres, Treas, Sec).



As official record keeper of the PTA, **Secretary is one of the most important positions on the board.** Keep board history and show decisions.

Secretarial responsibilities may be assigned to one person or can be divided between a:

- **Recording Secretary** and a
- **Corresponding Secretary** as specified in the bylaws.

If there is no Corresponding Secretary, the duties of the Corresponding Secretary may be combined with the duties of the Recording Secretary, in accordance with the bylaws.

President picks minute keeper if secretary not attending meeting.

## SECRETARY DUTIES are:

- Record minutes of all meetings
- Be custodian of records
- Send meeting notices
- Conduct correspondence as delegated by president
- Perform other duties as assigned by president, board or membership
- Check bylaws and standing rules for more duties



# Assist the President:

- Ask your President how you may assist.
- You may prepare a list of unfinished business items for the president before each meeting – give this list to Pres for agenda, but Pres prepares agenda unless she asks you to do it.
- Sit beside the President at all meetings. Have all records and reference materials available.
- Notify members of meetings.
  - Bylaws will tell you how many days' notice to give.



# How to get started:

Attend PTA–sponsored workshops or trainings.

Obtain secretary's **procedure book** with all minutes, agendas and reports of previous meetings and other materials from your predecessor, including:

- Approved copy of the bylaws
- Standing Rules
- List of current members
- Charter and official documents of the PTA
- Get Robert's Rules (or cheat sheet: [http://diphi.web.unc.edu/files/2012/02/MSG-ROBERTS\\_RULES\\_CHEAT\\_SHEET.pdf](http://diphi.web.unc.edu/files/2012/02/MSG-ROBERTS_RULES_CHEAT_SHEET.pdf))
- Make your own notebook for this year.



# Sample Agenda

ABC Elementary School PTA

*Executive Board Meeting*

September 7, 2017 @ 7:00 p.m. **Date & Time**

ABC Elementary School Media Center **place**

- I. **Call to Order (on time, quorum met)** The President calls the meeting to order. “The meeting will please come to order.”
- II. **Roll Call (the President may call upon the Secretary for a roll call)**
- III. **Quorum (President announces there is a quorum)**
- IV. **Reading and Approval of Minutes – Action Items**  
The Secretary addresses the Chairman and reads the minutes. (or with the approval of the group, the minutes may be posted, distributed in advance or assigned to a committee of three or more for approval or correction.  
“The Secretary will read the minutes of the \_\_\_\_\_ meeting OR “The minutes of the \_\_\_\_\_ meeting have been emailed to you.” Are there any corrections?” (note corrections.) “The minutes stand approved as read/emailed/printed or “The minutes stand approved as corrected.”
- V. **Financial Report (Treasurer’s Report – Action Items.** No motion is needed for adoption of the report.  
“\_\_\_\_\_ will present the Treasurer’s Report.”  
The President “You have read the report. Are there any questions?” “The report will be filed for the audit.”
- VI. **Reading of Correspondence.** Communications are read by the (Corresponding) Secretary and may be acted upon as read, if action is required. The President: “The (Corresponding) Secretary will read the correspondence. “

**This tells you what each agenda item means**

# Sample Agenda

## (Cont'd.)

**VII. Reports of the Committees** (Officers and Chairmen, including the principal, faculty representatives, and student representatives if applies) President calls for the report of the committees.

“\_\_\_\_\_will present the report of the \_\_\_\_\_committee.” .”

“Are there any questions regarding the report?”

“If not the report will be filed,” or “You have heard the recommendation such as a motion to release funds up to the budgeted amount for programs through the next meeting.”

(Follow the steps of a motion, Parliamentary Procedure. The Motion will be written as “Jane Smith, Programs Chair, moved to release funds up to the budgeted amount for programs through the next meeting. Motion Carried.) As Secretary, file all written reports.

**VIII. Unfinished Business.** The President presents each item of unfinished business as indicated in the minutes. \*If there is no Unfinished Business, this category is not listed on the Agenda.

**IX. New Business.**

“The first item of new business is \_\_\_\_\_.”

**X. Adjournment.** No motion is necessary to adjourn. President adjourns the meeting.  
“The meeting is adjourned.”

# Sample Agenda

**ABC Elementary School PTA**

**Annual Meeting**

**September 7, 2017@ 9:00 a.m.**

**ABC Elementary School PTA Cafeteria**

- I. Call to Order & Quorum**
- II. Opening Ceremonies.** Pledge of Allegiance (if held in public facility and there is a Flag).  
“Will you please rise?”  
“Thank you \_\_\_\_\_.”  
“\_\_\_\_\_will present the Meditation.”
- III. Reading and Approval of Minutes – Action Items**
- IV. Financial Report.**
- V. Audit Report (annual) – Action Items**  
A motion is needed for adoption of this report.  
“It has been moved and seconded that the audit report be adopted” (Follow steps of motion, parliamentary procedure.) Vote.
- VI. Reading of Correspondence.**
- VII. Report of the Executive Board. Action Items.** At association meetings a summary report (not the minutes) is read for the information of the members.
- VIII. Unfinished Business**
- IX. New Business**
- X. Program (Optional).** The President introduces the chairman to present the program.  
“\_\_\_\_\_will present the program.”  
“\_\_\_\_\_Madame/Mister President, this concludes the program.”
- XI. Announcements**
- XII. Adjournment**

**This is what the agenda will look like. Make it the template for your minutes.**

# What are Minutes?

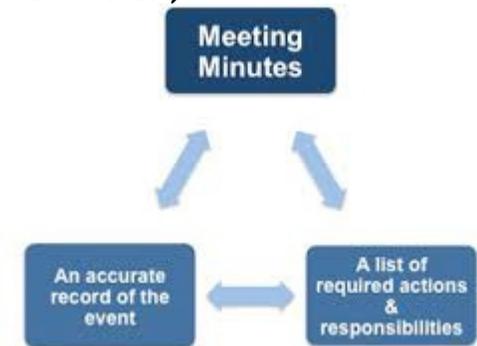
A legal document recording what was done at a meeting, not what was said.



# What **belongs** in a set of minutes:

Keep minutes brief and to the point. Minutes contain a record of what the group did, with action recorded in the order it took place. Do not record opinion and discussion. **Do record:**

- Type of meeting (regular, general, executive, special, annual).
- Name of the association.
- Date, time and place of meeting.
- List of persons in attendance and excused absences
- Presence of President and Secretary, or in their absence, the name of their substitutes.
- Name and title of presiding officer. Reading and action on minutes of previous meeting – whether read and approved/corrected.



# “What belongs in a set of minutes”

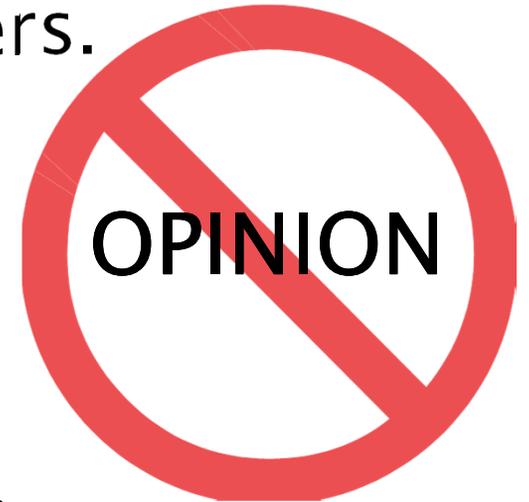
(Continued:)

- Summary of Treasurer’s Report: (1) Beginning balance, (2) receipts, (3) disbursements and (4) ending balance as of the date of the meeting. (This information is required in the Minutes, but a copy of the Treasurer’s Report in full is attached.)
- Attach important reports such as budget
- Record all motion voted upon, points of order and appeals, the name of member who made the motion, and whether carried or lost (the name of the seconder is not recorded)
- Record results of any election and votes cast
- Brief notation of program topic, names of participants, important points covered
- Time of adjournment
- Signature of secretary

# What does not belong in the minutes:

According to Roberts Rules of Order, **the minutes should NOT contain:**

- The secretary's opinion on matters.
- The seconds of motions.
- Any withdrawn motion.
- A summary of the remarks of the guest speaker.



# Sample Minutes:

Sign minutes and date  
when they are approved.

When you sign the  
minutes, indicate  
whether they were either:

- Approved as written
- Approved as corrected

**(Sample Minutes)  
Kings Road PTA  
Regular Board Meeting  
October 3, 20\_\_**

<b>Call to Order</b>	The board meeting of the Kings Road PTA was held in the media center of the Kings Road Elementary School on Wednesday, October 3, 20__. The president, Sandy Jones, called the meeting to order at 7:30 PM. The secretary was present.	
<b>Meditation</b>	The meditation was given by Dave Brown.	
<b>Attendance</b>	List all members in attendance at regular board meetings, including president and secretary. (Those excused from the meeting should be listed too.)	
<b>Quorum</b>	A quorum was established.	
<b>Minutes</b>	The minutes of the previous meeting were approved as written (or as corrected).	
<b>Correspondence</b>	A "thank you" note was read from Wesley Heart for flowers sent while he was in the hospital.	
<b>Executive Board</b>	The executive board met on September 19, 20__, in the school library. Diane Smith, Bill Jones and Michelle White were appointed to a committee to recommend a project for the year. The president appointed Diane Smith as chair.	
<b>Treasurer's Report</b>	The treasurer, Kay Majors, reported the balance as of September 5, 20__, was \$1,450. Receipts totaled \$150. Disbursements totaled \$200. Balance on hand as of October 3, 20__, totaled \$1,400. The report was filed. (Treasurer reports the balances as of the date of the meetings not for the calendar month.)	
<b>ACTION ITEMS:</b>		
<b>Motion:</b>	Marlene North, chair of the special committee appointed to oversee Critical Viewing Skills at King Road Elementary School, moved by direction of the special committee, that the Kings Road PTA initiate and sponsor a workshop for parents. <b>Motion carried.</b>	
<b>COMMITTEE REPORTS:</b>		
<b>Membership</b>	Annette Kelly, membership chair, reported membership as of September 30, 20__, totals 300 members.	
<b>Reflections</b>	Tiffany York, Reflections chair, reported that the committee met and the Reflections Awards Event will be held on April 10, 20__.	
<b>New Business</b>	Marvin Mark moved that the parent education chair attend the annual University workshop for parent leaders.  Janice Ward moved to amend by inserting "president and the" before the words "parent education". <b>Amendment carried.</b>  The motion carried as amended and will now read:  Marvin Mark moved that the president and the parent education chair attend the annual University workshop for parent leaders.	
<b>Announcements</b>	November 5, Field Day, Kings Road Elementary School. November 16, Fern County Council meeting.	
<b>Adjournment</b>	The meeting adjourned at 9:00 PM.	
<b>(Signature of Secretary)</b> (Type Name), Secretary		
<b>Approved As:</b>		
Date: _____	Corrected: _____	Written: _____

# Prompt action!



Prepare the minutes and email a draft copy to the President for approval as soon as possible after each meeting.

It is easier if you begin the next day or the same day.

Complete them within 7 or 8 days. This is a reasonable amount of time.

After the President has reviewed the minutes you can email the draft to the other board members for review.



# Approval of Minutes:

Read the minutes of any previous meeting when called upon to do so.

**Email:** Copies of the association minutes may be Emailed to each member in advance to expedite approval at a board meeting.

**Newsletter:** Association minutes may be published in the newsletter. When the newsletter is distributed to the school community, only a summary of action is printed.

**Prior Review:** With approval of the association, the minutes can be approved without reading them before the assembly if everyone has had a chance to review them in advance.



# Corrections to the Official Minutes



- Make all corrections directly on the printed official minutes.
- Corrections to the minutes are made immediately following the reading of the minutes, during the time specified on the agenda for minutes, or at any subsequent meeting when errors are discovered.
- The current minutes shall reflect that a correction was made.
- In the master copy of the minutes, the secretary circles the incorrect words with a pen and places the correction in the margin of the bound minute book.
- Corrections must be dated and initialed. Only the group that created the minutes (executive committee, executive board, association) may correct them.

# Keeping Records:

Keep an accurate, concise, **permanent** record of the proceedings of all meetings of the association and of the executive board. These minutes are the legal record of the PTA/PTSA.

The Secretary keeps the original signed copy of all minutes in a 3-ring binder.



# Sample Motion Form:

FLORIDA PTA

**OFFICIAL MOTION BLANK**

CARRIED \_\_\_\_\_   
LOST \_\_\_\_\_  
DATE \_\_\_\_\_

I Move

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

COUNCIL OR PTA NAME \_\_\_\_\_ MAKER OF THE MOTION \_\_\_\_\_

TOWN \_\_\_\_\_ SECONDED BY \_\_\_\_\_

BOARD OF DIRECTORS  PRESIDING OFFICER \_\_\_\_\_

## MOTIONS:

Bring blank motion forms with you to every meeting. Each motion must be written out and the motion and results of the vote are recorded in the minutes.

## BALLOTS:

Also be prepared to help count a rising vote and bring blank paper with you for ballots. Results of the vote are recorded in the minutes.

# “ I Move that...”

- ▶ James Olson says:
  - ▶ “Madam President, because our third floor meeting room is not accessible to disabled members, I move that all meetings be held in Room 141.”
  - ▶ You need to capture only the words “that all meetings be held in Room 141.”
  - ▶ It was moved “that all meetings be held in Room 141.” The motion was adopted (or defeated).
- Or
- ▶ A motion “that all meetings be held in Room 141” was adopted (or defeated).

What was said .....



How to record it in the minutes



# Handling Amendments

- ▶ Show only the final wording of the motion as it may have been amended.
- ▶ Original motion: “that we publish a weekly calendar of PTA events.”
- ▶ Amendment: “to strike out ‘weekly’ and insert ‘monthly.’”
- ▶ The amendment was adopted and then the original motion as amended was adopted.
- ▶ A motion was adopted “that we publish a monthly calendar of PTA events.”
- ▶ No reference is made to the fact that “weekly” was considered

Amending original motion

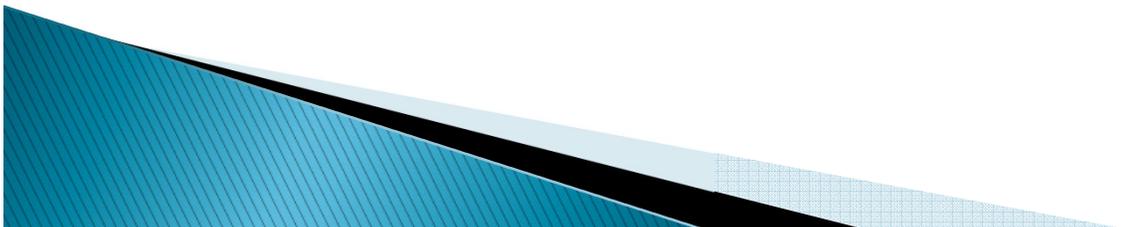


Final Wording in the Minutes



# Reports with recommendations

- ▶ For committee reports presented orally, the Secretary will not prepare a written summary of the committee reports. Written reports may be attached to the minutes
- ▶ But when a report ends with a recommendation, the recommendation is made by the committee chair or reporting member in the form of a motion
- ▶ The motion in the minutes might be preceded by a few lead-in words such as “**By direction of the resource committee, it was moved by \_\_\_\_\_ and seconded that...**”



# Duties of the Corresponding Secretary:

Send notices of meetings to executive board members and/or association members as directed.

Read correspondence at executive board and association meetings as requested by the President.

Check with the President about letters to be written immediately after the meeting.

Write authorized letters promptly.

Keep file of all letters received and copies of replies written.

**Thank you!**  
**Wishing you great success in**  
**your child advocacy efforts!**

