



# The Write Stuff

## Secretary Workshop

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**Leadership Training Conference**  
**June 25 & 26, 2010**

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

# What is a Secretary?

- Turn to your neighbor and in 2 minutes share the 2 most important things a secretary must do.



# Secretary Qualifications

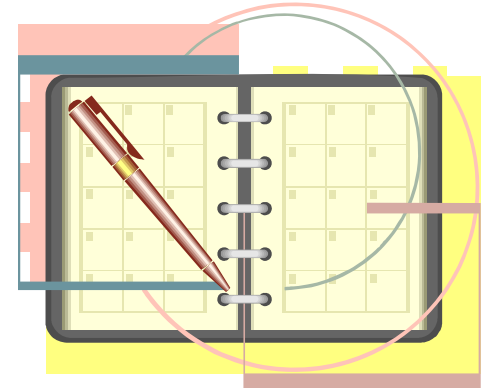
- Desire to serve
- Be Prompt
- Be accurate
- Knowledgeable of PTA purpose
  - Governing documents
- Understands Roberts Rules



# Off to a Smooth Start...

- 3 Rules
  - 1.Read, 2.Read, & 3.Read LU bylaws P & P
- Do not reinvent the wheel
  - Talk to outgoing officers
  - Use existing GA PTA resources
    - Leadership Guide (Section 4: Secretary Information)
  - Attend trainings

# Checklists



- Organize your documents
  - List of PTA Board members contact information
  - Updated membership roster with contact information
  - List of community partners
  - Complete set of minutes for executive, board and general membership meetings from past year
  - Current local PTA, state and national set of bylaws
  - GA PTA Strategic Plan

# Team work

- Work with your LU officers
  - Communicate
  - Share information
  - Ask questions
  - If you don't know or don't understand
    - Ask for help
    - Review prior year's documents
    - Don't let work pile up



# *Recording The Minutes*

- Use of recorder
  - Batteries
- Use template
- Be prepared
  - Sign in list
  - Pre prep agenda
  - Ask for clarification



# What to Record

- Minutes are meant to be concise, factual and objective records of what happened
- Must interpret statements to capture the message – not all that was said
- Minutes must be brief but must include all necessary information
- Correct, approve and file
- Publish & reporting out

# All Other Duties as Assigned

- Ballot voting
  - Motions
  - All other
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- Questions or Comments



## In Conclusion

- The secretary is essential in conducting the business of the association.
- AND, if it is not in the minutes, it did not happen!

***And the adventure begins!***  
***Gracias***

***Elida Perez Knapp***  
***Georgia PTA Secretary***