

[www.georgiapta.org](http://www.georgiapta.org)

# Secretary's Workshop

Presented By:

Cheryl B. White

Secretary, Georgia PTA

678-334-5855 (cell)

[secretary@georgiapta.org](mailto:secretary@georgiapta.org)

# The Job of Secretary

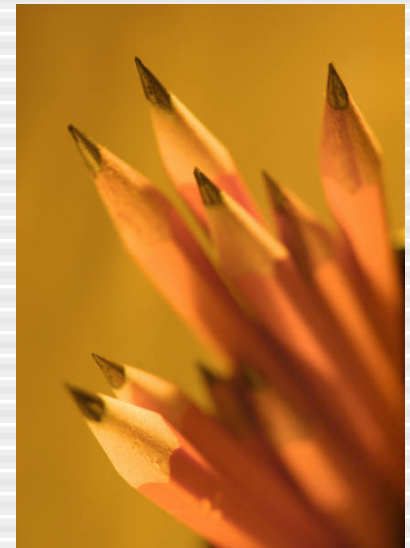
- Need a presiding officer and a recording officer to conduct business
- Custodian of all PTA records
- Aide to the president
- Acts as Corresponding Secretary, if there is not one

# Qualifications

- Desire to serve
- Promptness
- Accuracy
- Thorough knowledge of the PTA purposes, bylaws, policies and procedures
- Understanding of parliamentary law (pages 31-33)

# Get Your Notebook Ready!

- Signed and approved minutes of previous meetings
- Copies of previous treasurer's reports
- An agenda (include unfinished business)
- Copy of your local unit's Bylaws
- Robert's Rules of Order (newly revised)
- Current membership list
- List of committee chairpersons and committee members
- Materials for note/minute taking
- Ballots (page 65)
- Motion blanks (page 66)



# Duties of the Secretary

- Records accurately all business
- Presents previous minutes for approval
- ★ Submits online the **incoming officers** by May 1 (Incoming Officers Form-pages 62-63) ★
- Submits any address changes during the year (Officers and Address Change Form-page 64)

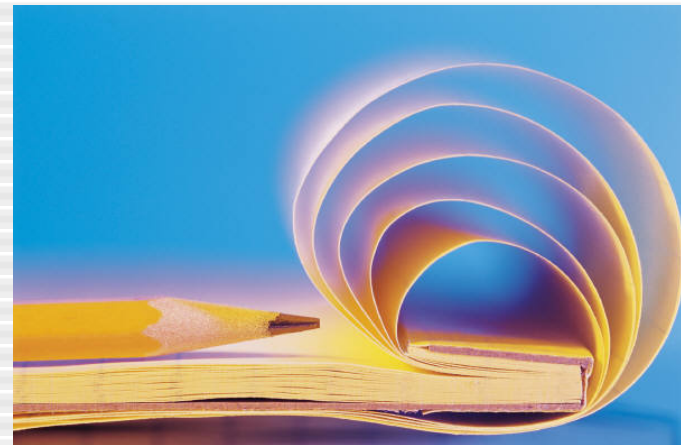
# Duties

- Maintains membership list
- Keeps all committee reports on file
- Copies and distributes bylaws to board
- Sends correspondence
- Calls the meeting to order, if no Pres. or VP



# Duties

- Sends out notices of meetings
- Assists in determining a quorum
- Counts a rising vote
- Emergency signature on checking account
- With the President, prepares agenda (Sample agenda, page 51)



# Duties

- Custodian for all records of your PTA
- Has documents (in your notebook) on hand for reference at each meeting
- Attends all training opportunities offered by council, district and Georgia PTA

Local Unit (your PTA)

Council (part of a county or a county)

District (a county or several counties)

Georgia PTA

National PTA



# Minutes

- Bring pens, paper, recorder, tapes/digital storage, blank motion forms, batteries
- Arrive early
- Have copy of agenda
- Have other documents that may be referred to



# What to Record

- Verbatim? Paraphrase? Non-essential?
- Accurate, complete, concise, factual, objective
- Take a disinterested position
- Record **action** - *what happened or what was decided, not what was said* - in the order that it took place
- Record motions verbatim, names of those who made them

# Minutes Book

- Separate books for minutes of:
  - Executive Committee/Board  
(officers and principal, student, teacher)
  - Board of Directors  
(Executive Committee,  
plus committee chairs)
  - Regular meetings  
(all members)



# Minutes Book

- Minutes are read only to the body who created them
- Minutes are signed by the secretary

Submitted by  
Cheryl White

As Secretary, Georgia PTA

Cheryl White

As Secretary, ABC PTA

- May be approved by a committee appointed by the president



# Correcting the Minutes

- Circle the incorrect words with **red pen**
- Place the correction in the margin
- Corrections must be initialed and dated
- After reading:
  - “Approved as read  
(or printed / or written)”
  - “Approved as corrected”
  - Date of approval; secretary’s initials



# Correcting the Minutes

- When an error is mentioned, noted in the minutes of current meeting
- Corrections can be made years later
- Motion to amend - 2/3 vote or majority with prior notice
- If committee is appointed, all members must be present, sign minutes
- Only group that created minutes can correct them

# The Secretary Should Not:

- Add personal comments in the minutes
- Let notes “get cold”
- List person who seconded motion
- Record any details of debate/discussion
- Read board of directors/executive committee minutes at general meeting
- Sign minutes “respectfully submitted”

# First Paragraph

- Kind of meeting
- Name of PTA
- Date, place, time
- Quorum established



*The regular meeting of ABC PTA was held on September 17, 200\_, in the gymnasium of ABC Middle School. The secretary established a quorum as present.*

# First Paragraph

- Names of president and secretary
- Name of person giving inspiration and description (poem, song, etc.)
- Person leading pledge



*The meeting was called to order by president Bob Smith at 7:30 p.m. The secretary Sue Jones was present. An inspirational reading was given by Mary Jones. This was followed by the Pledge of Allegiance, led by the president.*

# First Paragraph

- Names of members present may be included (less than 20)
- Whether minutes were read (or printed and distributed) and approved (or approved as corrected)

*Minutes of the previous meeting were approved as printed and distributed.*

# Second Paragraph

- Treasurer's report:
  - Beginning balance (ending balance at last meeting)
  - Total disbursements (since last meeting)
  - Ending balance (current meeting date)



*The treasurer reported a beginning balance of \$325, receipts of \$75 from dues, current disbursements of \$25, and a balance on hand September 17, 200\_, of \$375.*

# Third Paragraph

- Describe any communications read.


*The secretary read a note of thanks from the scholarship recipient Bill Williams.*



# Next Paragraph

- Describe the reports of Exec. Com./Board, standing and special committees
- Copies of reports may be attached to minutes

*John Cross, chair of the special committee appointed to investigate the need for a stop sign at Fifth Street and Walker Street, offered a motion as follows:*



*ABC PTA shall petition the City Council to place a four-way stop sign at the intersection of Fifth and Walker streets. Motion seconded. [Discussion] Motion carried.*



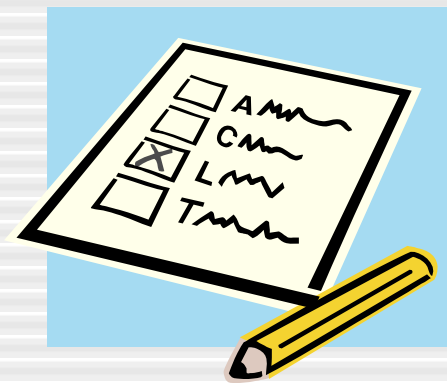
## ¶ for each subject covered

- All main motions (except those withdrawn)
  - Name of maker of motion
  - Disposition of motion
  - Whether adopted or not adopted

*George Johnson moved that the Hospitality Committee provide snacks for the teachers every Friday. Motion seconded. Motion failed.*

# ¶ for each subject covered

- Announce any motions postponed
- Points of order and appeals, whether sustained or lost
- Number of votes for and against a vote by ballot or a counted vote



# Next Paragraph

- Program topic
- Method of presentation
- Names of participants



*City Traffic Director Sam Wright presented a program on “Getting Home Safely.”*

# Final Paragraph

- Time of adjournment

*The meeting adjourned at 8:35 p.m.*

- Type name and title of secretary

*(Signature)*

*Sue Jones, Secretary [Or Secretary Pro-Tem]*

# Distribution of Minutes

- Any member of group has right to examine minutes
- Minutes must not be released from custody of secretary, except by written order of president
- Provide printed copies to members only after approved

# Forms

- Standing Rules
- Change of Officer
- Incoming Officers
- Ballot
- Official Motion Blank



# Image of PTA

- Resource Guide (page 27)
- Use logo and tagline on everything
- Logo in blue, black or white
- PTA PTSA (no period)



PTAs, PTSAs (plural, no apostrophe)

PTA's, PTSA's (singular possessive)

PTAs', PTSAs' (plural possessive)

# Remember...

- If it's not in the minutes, it did not happen.

