SECRETARY ESSENTIALS

ROLES AND RESPONSIBILITIES:

AGENDAS, MINUTES AND RETAINING RECORDS!

OBJECTIVES

BY THE END OF THIS WORKSHOP, YOU WILL BE ABLE TO:

1. Identify Basic Roles And Responsibilities
2. Recognize What Belongs In Minutes
3. Understand Why Minutes Are Important

TERMS TO KNOW

1. PTA Mission
2. Bylaws
3. Board
   (Executive Committee vs. Executive Board)
4. General Membership
5. Parliamentary Procedure
6. Procedure Book

SECRETARY RESPONSIBILITIES

THE RECORDS

Manage and store records for:

- Executive Committee meetings
- Executive Board meetings
- General Membership meetings

Secretary Records:

- Permanent
- Legal
- Historical

PREPARE FOR MEETINGS

- Circulate meeting notices and materials
- Assist president in developing agendas

MEETING MATERIALS

- Bylaws and Standing Rules
- Meeting Agenda
- Minutes from the Previous Meeting
- Signed and Approved Minutes of Prior Meetings
- Correspondence Received and Responses
- A List of Committees Chairs And Members

- Membership List
- Motion Forms
- Ballots or Paper for Ballot Voting
- Robert's Rules of Order Newly Revised
- Calendar
- Materials for Note/Minutes Taking

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WHAT IF THE SECRETARY IS ABSENT?

The president will select someone to take minutes for that meeting. This person is referred to as the secretary pro tem (temporary). It should be recorded in the minutes that X, secretary pro tem, took minutes in X's absence.

DURING THE MEETING

TAKE ATTENDANCE

Use sign in sheet or call the roll

ENSURE QUORUM IS MET

Check the bylaws for the quorum

PRESENT MINUTES FROM LAST MEETING

Provide time for review and edits

TAKE THE MINUTES

Record the minutes, count votes and generally assist the president as needed

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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

MOTION EXAMPLES

"I move to approve the Family Fun Event at Parkside Park for the dates of September 26-27, 2020 at the rate of $160.99 per night." Motion made by Sarah Jones and was seconded. MOTION PASSED.

"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.

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
- All motions and who made them
- New business
- Announcements
- Program information
- Time of adjournment

MINUTES SHOULD NOT INCLUDE

- Opinions of secretary or personal comments
- Judgmental phrases
- Motions that are withdrawn
- List of separate amendments
- Flowery language
- Detailed reports
- Transcripts/conversations
- Name of person who seconds motion

MISCELLANEOUS LANGUAGE

- Arrived late / Left early: “Mary Smith arrived at 7:15 pm.” or “Mary Smith left the meeting at 7:35.”
- Reports (written or verbal): “Sally Smith, Spirit Wear Chair, presented a written report. (Attached.)” or “Sally Smith, Spirit Wear Chair, presented a verbal report.”
- Breaks: “Susan Jones, President, RECESSED meeting at 6:47 p.m. Meeting RE
  p.m.”
- Minutes Approval:

  Submitted by your signature (once approved) John Smith, Secretary

  ___ Minutes approved as presented

  ___ Minutes approved as amended

  Date Minutes approved _____

RECORDS RETENTION

THE RECORDS

- Minutes are kept FOREVER! They are the permanent records of your association.
- Include ALL written reports, including Treasurer's Report.
- Include the most current and updated Membership Roster.
- Include original, signed bylaws and any amendments.
- These records should be available to your members.

  Website? File sharing?

AFTER THE MEETING

- Prepare and circulate draft minutes in a timely fashion.
- Attach all reports to the original minutes.
- File approved minutes. Minutes are a part of year-end financial review.
- Post your approved minutes (on your website, in your newsletter, etc.). Provide the board with a copy

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THANK YOU

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