

# For the Record

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## *PTA Secretary*



**23<sup>rd</sup> District PTA**

**Counterparts Workshop**

**August 2010**

# **Secretary's Responsibilities**

- Maintain records
- Record and Keep minutes of meetings
  - Use a bound book for permanent storage of minutes. NEVER USE A 3-RING BINDER!
- Prepare and read the executive board report at each association meeting (Not the full minutes, just a recap of motions made and their result)
- Sign authorizations for payments, after the ASSOCIATION has approved them
- Come to meeting prepared
- Prepare a list of unfinished business items for the president and assist with preparation of the agenda, if requested

## **Records**

- Legal Records:
  - Charter (You can request a replacement for a small fee. See Toolkit)
  - Bylaws and standing rules (You are the one responsible for having these)
  - Minutes
- Previous Minutes
- Agendas
- Financial Reports

## **Supplies**

- Procedure Book
- Notepad, paper, or Laptop
- Motion Blanks
- Blank paper for ballots
- Office supplies
- File for copies of motions, reports, and materials distributed
- Correspondence file (Corresponding secretary)

# How to Record Minutes

## Opening Section

- Kind of meeting (Association, Executive Board, Special, etc.)
- Name of the Association
- Date of the meeting
- Place of the meeting
- Time of the meeting
- Name of presiding officer
- If the president, secretary, or parliamentarian is absent, list the name of the substitute (pro tem) officer.

“The **Executive Board** meeting of **Sunshine PTA** met **July 1, 2010\***, at **Sunshine Elementary School Library**. The meeting was called to order at **9:00am** by President **Betty Bright**, who **appointed Darla Darling parliamentarian pro tem.**”

**\*Amelia Earhart Middle PTSA  
Executive Board Meeting  
Minutes of July 9, 2009**

## Absences and Courtesy Seats

- Those in attendance
- Those excused
- Courtesy seats granted by president (include name, proper title, name of organization represented, if any)
- Attach the attendance sign-in sheet

“In attendance were: or Those that signed the attendance sheet were: Betty Bright, Darla Darling,.....and Wanda Wonderful.”

“Excused were: or Those excused: Frieda Forgetful, Nina Neverhere.”

“A Courtesy seat was granted to: Viola Visitor, President Chamber of Commerce”

## Disposition of Previous Meeting Minutes

A statement is required concerning the disposition of the minutes of the previous meeting.

“The minutes of \*/\*\* were approved as read.” OR “The minutes of \*/\*\* were approved as corrected, the correction being \_\_\_\_\_.”

## **Treasurer's Report**

- Receipts
- Disbursements
- Balance on hand

“John Jovial, treasurer, reported receipts of \$2,492.75 and disbursements of \$2,222.65, leaving a balance on hand of \$25,654.73.” (The entire report must be either written into, or attached to the minutes)

- Bills to be ratified
- Bills to be paid

“John Jovial moved that bills 2345-2357 be ratified. Motion Carried.”

“John Jovial moved to pay bills in the amount of \$1,272.07. Motion Carried.”

(An itemized list of the bills should be written into, or attached to the minutes)

## **Reports of Officers and/or Chairmen**

Summarize reports! The officer/chairmen should include a copy of the written, detailed report in their procedure book. You should attach a copy of the detailed report to the master copy of the minutes.

“Community Concerns Chairman, Constance Concerned, reported that the Internet Safety presentation held on May 15, 2009, had a total of 67 attendees.”

## **Motions**

- Name of the maker (Do not include the name of the person seconding the motion)
- Motion, as stated (Don't try to “correct” it, as you could change the meaning)
- Action (Carried/Adopted, Failed/Defeated)

“Violet Vocal moved that the PTA release \$500 of the amount budgeted for Reflections awards. Motion Carried.”

OR

“Violet Vocal moved that the PTA release \$500 of the amount budgeted for Reflections awards. Sally Secondary moved to amend the motion, replacing \$500 with \$600. Motion Adopted. Main Motion, as amended, Adopted.”

## Programs

- Kind
- Who participated
- Name and Title of Speaker

“Sam Speaker, Program Chairman, introduced the speaker, Sgt. Stan Safety, from the Sheriff’s Department, who presented information about Internet safety for children.”

## Adjourn

- Time of adjournment

“The meeting was adjourned at 10:07am”

## Secretary’s Signature

- Name (typed)
- Title (typed)
- Signature

“Nicki Notable, Secretary” OR “Ida Standin, Secretary pro tem”

# Corresponding Secretary

- Send out meeting notices
- Conduct authorized correspondence
- Notify officers of their election
- Notify council/district of new officers

# Approving Minutes

Only the group generating the minutes can approve them. So, the association approves the association minutes, but cannot approve the executive board minutes.

The minutes may be:

- Read aloud
- Posted in the meeting room
- Copied and distributed (May be emailed, but use caution)

**NEVER** post minutes on the web.

### Approval Procedure:

- The president asks if there are any corrections to the minutes. (Do not ask for “additions”)
- If there are none, the president states, “The minutes are approved as presented.”
- If there are corrections, the president states, “The minutes are approved as corrected.”

**NOTE: A motion is NOT made to approve the minutes.**

With the approval of the association or group, the reading of the minutes may be postponed to a succeeding meeting, or a committee of 3 people may be appointed to read and report their findings. If a committee is appointed, all members must have been present at the meeting for which the minutes are being reviewed. The members of the committee must sign their names at the end of the master copy of the minutes signifying their approval.

**NOTE:** If information changes after the meeting, that is not a change. For example, if at the meeting it was announced that Reflections entries must be submitted by November 10, you would record that. Before the next meeting, if this date changes to November 14. That is NOT a change to the minutes. You can note in the next minutes that the date was subsequently changed.

## **Correcting Minutes**

- Note errors in the minutes of the current meeting
- Make corrections on the master copy of the minutes that were corrected, by circling the incorrect words using a red pen and noting the correction in the margin. NEVER CORRECT A COMPUTER COPY AND REPRINT.
- Corrections must be dated and initialed.
- NEVER ERASE OR STRIKE OUT WORDS WHEN CORRECTING THE MINUTES.

Corrections to minutes previously approved may be made – even years later – by means of a motion to amend something previously adopted. Such a motion requires a 2/3 vote or a majority vote with prior notice.

## Reference Material

- Previous minutes
- Unit bylaws
- Unit budget
- Executive Board List with phone numbers!
- Council Directory
- List of officers, chairmen and committees
- Membership List

## Procedure Book

- IMPORTANT
- Your procedure book should have all information you have compiled on the duties of secretary including sample minutes, sample procedures, sample agenda, bylaws.....

## Miscellaneous Duties

- Enter all amendments to the bylaws in the minutes when the vote is taken.
- In the absence of the president and vice president(s), call the meeting to order and preside until the election of a chairman pro tem, unless the bylaws state otherwise.
- Be prepared to help count a rising vote when requested.
- Attend PTA-sponsored workshops or trainings.
- Note gifts received by the school/district in the minutes.
- Minutes must not reflect your personal opinion about anything that is said or done.
- Record the business in the order in which it occurred, even if this doesn't follow the agenda.
- Leave a wide margin in the minute book to allow for corrections.
- Send an advance copy of the minutes to the president.