

Secretary

The secretary keeps accurate records of the proceedings of the association. The primary qualifications include promptness; accuracy; a thorough knowledge of the PTA Vision, Mission, Purposes, bylaws, policies and procedures; an understanding of parliamentary law; and a sincere desire to help the president conduct a businesslike meeting.

Major Duties

- Attend available pertinent training for the position.
- Attend monthly PTA board meetings.
- Record all business transacted at each meeting of the association and the executive board.
- Present the minutes for approval. Minutes of the executive board are approved by the executive board, and minutes of the regular meeting are approved by the membership.
- Maintain the minutes and record books, as well as copies of the state-approved bylaws and standing rules (saved in the Google drive/folder), a current membership list (in MembershipToolkit), a listing of all current committees with all committee members' names, a copy of the approved budget (Google drive/folder & MTK) and a copy of each agenda (Google drive/folder). If items are distributed in a meeting, a copy of each item is attached to the minutes. The secretary also maintains other lists, such as the names and dates officers completed the Texas PTA Leader Orientation.
- Retain the records retention policy (adopted by the membership) and the ethics/conflict of interest policy (adopted and signed by the current executive board members).
- Maintain an attendance record. At executive board meetings, take roll-call by voice or use a sign-in sheet. At regular meetings, take roll by having the members sign in. These procedures establish that a quorum is present for each meeting.
- Collect and preserve documents relating the history of the association. Present a written report to the association as the official history to be adopted at the annual meetings.
- Assist the president in counting a standing vote.
- Keep copies of all contracts.
- Give your successor all minutes, records, reports, procedure book and other pertinent materials.