

# Secretary

As the **RECORDING SECRETARY** and keeper of the PTA records, you will:

1. Assist the president in preparing an agenda.
2. Record and retain minutes of meetings. Keep them brief and to the point.
3. Do not record opinion and discussion. Do record:
  - Type of meeting (regular, special, annual, executive).
  - Name of association.
  - Date, time and place of meeting.
  - Presence of president and secretary, or in their absence, the names of their substitutes.
  - Quorum present.
  - Reading and action on minutes of previous meeting.
  - Treasurer's Report.
  - Correspondence, announcements, committee reports.
  - Action Items: All motions (except those withdrawn); points of order and appeals, whether sustained or lost; and the name of each member who introduced a main motion, but not the name of the seconder.
  - Program topic, method of presentation, names of participants and important points covered.
  - Time of adjournment.
  - Signed \_\_\_\_\_
4. Act as custodian of PTA records. Keep a permanent file of all minutes, agendas, reports, the charter and an **approved** copy of the local unit bylaws.
5. Carry reference material to each meeting. You never know when you're going to need: file of minutes, local bylaws, local budget, executive board list, council handbook, council and local newsletters, *Florida PTA e-Newsletter*, and *National PTA President's Quick Reference Guide*.
6. Furnish delegates with credentials when necessary.
7. Make sure officers are updated, if any changes are made, to Florida PTA via the online submission form.
8. Notify county council of names of council delegates. Keep this list up-to-date.
9. Maintain a procedure book.

**CORRESPONDING SECRETARY** and official letter writer of the PTA, you will:

1. Conduct the correspondence of the PTA as requested.
2. Keep file of all correspondence.
3. Carry copies of recent correspondence to meetings.
4. Executive committee members of meetings.

Note: Sample minutes are on the following page, as well as a Sample Motion Form.

**(Sample Minutes)**  
**Kings Road PTA**  
**Regular Board Meeting / January 10, 20\_\_**

- Call to Order** The regular meeting of the Kings Road PTA was held in the auditorium of the Kings Road Elementary School on Wednesday, January 10, 20\_. The president, Sandy Jones, called the meeting to order at 7:30 P.M. The secretary was present.
- Meditation** The meditation was given by Dave Brown.
- Attendance** List all members in attendance, including president and secretary.
- Quorum** A quorum was established.
- Minutes** The minutes of the previous meeting were approved as written (or as corrected).
- Correspondence** A "thank you" note was read from Wesley Heart for flowers sent while he was in the hospital.
- Executive Board** The executive board met on December 15, 20\_, in the school library. Diane Smith, Bill Jones and Michelle White were appointed to a committee to recommend a project for the year. The president appointed Diane Smith as chair.
- Treasurer's Report** The Treasurer, Kay Majors, reported:  
1. Checkbook Balance as of date of last meeting: \_\_\_\_\_  
2. Total Receipts received since last meeting: \_\_\_\_\_  
3. Total Disbursements / checks written since last meeting: \_\_\_\_\_  
4. Checkbook Balance on hand as of today, January 10, 20\_ ,: \_\_\_\_\_  
The report was filed.

**ACTION ITEMS:** **(List all motions made during the meeting and the results of the vote on the motion under Action Items)**  
Marlene North, chair of the special committee appointed to oversee Critical Viewing Skills at King Road Elementary School, moved by direction of the special committee, that the Kings Road PTA initiate and sponsor a workshop for parents. **Motion carried.**

**COMMITTEE REPORTS**

- Membership** Annette Kelly, membership chair, reported membership totals as of Dec. 29, 20\_, of 300 members.
- Reflections** Tiffany York, Reflections chair, reported that the Reflections awards event will be held on April 10, 20\_\_.
- New Business** Marvin Mark moved that the parent education chair attend the annual University workshop for parent leaders. Janice Ward moved to amend by inserting "president and the" before the words "parent education". **Amendment carried.**  
  
The motion carried as amended and will now read: Marvin Mark moved that the president and the parent education chair attend the annual University workshop for parent leaders.

**Announcements**

February 5, Field Day, Kings Road Elementary School  
February 16, Fern County Council meeting

**Adjournment** The meeting adjourned at 9:00 P.M.

(Signature of Secretary)  
(Type Name), Secretary

**Approved As:**

Written: \_\_\_\_\_ Date: \_\_\_\_\_  
Corrected: \_\_\_\_\_ Date: \_\_\_\_\_

NAME OF PTA/PTSA \_\_\_\_\_  
Date \_\_\_\_\_  
Type of Meeting \_\_\_\_\_

**OFFICIAL MOTION BLANK**

Motion # \_\_\_\_\_  
(Begin #1, Amended 1.1, etc.)  
Carried \_\_\_\_\_  
Lost \_\_\_\_\_

I Move

---

---

---

---

---

\_\_\_\_\_  
MAKER OF THE MOTION (Please Print)

\_\_\_\_\_  
SECONDED BY (Please Print)

Copies to: Presiding Officer, Maker of the Motion, Secretary  
(Can be photocopied after meeting)