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# Secretary

## “The Write Stuff”

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### The PTA Secretary

The secretary is responsible for keeping accurate records of all proceedings of the PTA.

### 3 Types of Meetings

#### **Executive Officer**

Elected Officers (President, Vice Presidents, Secretary, Treasurer)

#### **Board of Directors**

Elected Officers PLUS Committee Chairpersons and Principal/Teacher Representatives

#### **General Membership**

Dues paying members of your Local Unit

### Responsibilities of the Secretary

Accurately keep the minutes for Executive Officer, Board of Directors, and General Membership meetings

Distribute minutes for approval

Determine presence of a quorum

Be familiar with your Bylaws

Maintain a Membership List

Distribute the Bylaws to your Officers

Act as an aid to the President

Send out notices of meetings

The outgoing Secretary send new officers to GA PTA by May 1st ([www.georgiapta.org](http://www.georgiapta.org))

### Meeting Preparation

Be sure to have with you:

- Pen, paper, minutes notebook
- Agenda for meeting
- Minutes from the previous meeting for review
- Complete set of minutes from Executive Officer, Board of Directors and General Membership from the past year
- Treasurer's Reports
- Bylaws
- Motion Blanks
- List of Committee Chairs
- Membership Roster

### The Minutes

Name of LU and type of meeting (Executive Committee, Board of Directors or General Membership)

Date, place, hour of meeting

Name of presiding officer

Names of those present

Statement regarding minutes approval

Report of Treasurer

Report of Committees

New Business

ALL MOTIONS (name of person who introduced the motion)  
*Motions must be written verbatim.*

Hour of adjournment

Secretary Signature

### Be the Best Secretary You Can Be

Be an active listener.

Paraphrase.

Record what was done, not what was said.

Stick to the facts! Keep personal opinion out of the minutes.

Don't let the minutes go cold.

### Don't Forget...

*If it's not in the minutes, it didn't happen.*