

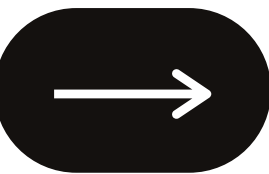


FREE STATE PTA
C O N L I V E
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The PTA Secretary

Tools and Tips for Success

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About this workshop

What makes a good secretary? A sharp pencil? Good attendance at meetings? Learn why this job is key to the functioning of your PTA

This workshop will provide PTA secretaries with the tools and knowledge they need to support the local PTA. The secretary does more than take meeting minutes and send meeting reminders. They are the record keeper for the organization. They also help prepare for PTA meetings and follow-up afterwards.

PTA Mission

To make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

Topics

- The role of the secretary
- Preparing for meetings
- Activities during the meeting
- Minutes
- Motions
- After the meeting
- Maintaining the records
- A few notes about bylaws and standing rules

The secretary role

Some PTAs have a recording secretary and a corresponding secretary (check your bylaws!)

Most local PTAs have one secretary.

Recording secretary

Meeting responsibilities (including minutes)

Records retention

Corresponding secretary

Internal and external communications

(Note- Some PTAs have communications committees)

Preparing for the meeting

Prepare the agenda- *work with the president and board*

Send the announcement

Date, time, location, agenda (why should someone attend?)

Call for reports (officers, committees)

Reports will be part of the official record

Make sure meeting roles are clear

Attendance

Quorum counter

Time keeper

Peace keeper

Make sure guests and speakers are informed and prepared



Sample agenda

Call to Order

Approve the agenda

Approve the minutes

Officer Reports (Financial report may be part of this or separate)

Committee Reports (Standing Committees, Special Committees)

Principal's Report

Unfinished business (List the specific items)

New business (List the specific items)

Announcements

Program/speaker (if part of the schedule; may need to move depending on

If there is a program or speaker

This item may be moved on the schedule, depending on the guest

Adjournment



During the meeting

Make sure someone is responsible for greeting guests

Ensure a quorum is present

Note changes to the agenda (if any)

Present previous minutes for approval (typically send to members in advance)

Take minutes (use the agenda as a guide)

Record motions and amendments; record votes (someone else may help count)

Be attentive to parliamentary procedures

Meeting minutes

Minutes are legal documents

The official and historical record of actions for the organization

Minutes should be brief and factual

State what is done, not what is said

Accuracy is important

Spelling of names

Exact wording of motions

Meeting minutes

Include start and end time

Indicate that a quorum is present (after verifying)

Use the agenda as a guide

Officer, financial, and committee reports-

Indicate the report was presented.

You may state the topic, not details.

Refer to the written report (which will be part of the meeting records)

Programs and presentations

Indicate the speaker and topic

Refer to meeting materials and handouts

If necessary for the record, include a few bullet points about the topics covered

Author includes name, position, signature

Recording motions

What is a motion?

A formal proposal by a member (or committee) that the PTA take a certain action or position.

Someone needs to oversee parliamentary procedures when motions are presented, debated, amended, voted on.

Motions are usually part of new business.

Recording motions

Accuracy is essential when recording motions

Consider using motion forms

To record-

Who presents the motion

The exact wording of the motion “It is moved that....”

Do not record the preliminary comments to the motion

Whether the motion is seconded

Amendments to the main motion

Outcome of vote on amendments and final motion

Do not record the debate of the motion

Not included in the minutes

Opinions and personal comments (example- “Member made an excellent point about...”)

Judgmental phrases and shaming

Overly descriptive language

Detailed reports

Transcript of the meeting

Name of the individual who seconds a motion



After the meeting

Finalize the draft minutes

Collect materials distributed at the meeting

Best practice- share the draft minutes with the officers or board of directors

- Catch errors early

- Remind individuals of any action items

Share the draft minutes with the members before the next meeting

- Attendees should be prepared to amend, if needed, and approve

File the approved minutes

Maintaining the PTA records

Records related to your PTA (paper or electronic)

Bylaws

Standing rules (if your PTA has standing rules)

Meeting agendas and minutes

Membership list

Board of directors contact information

Calendar

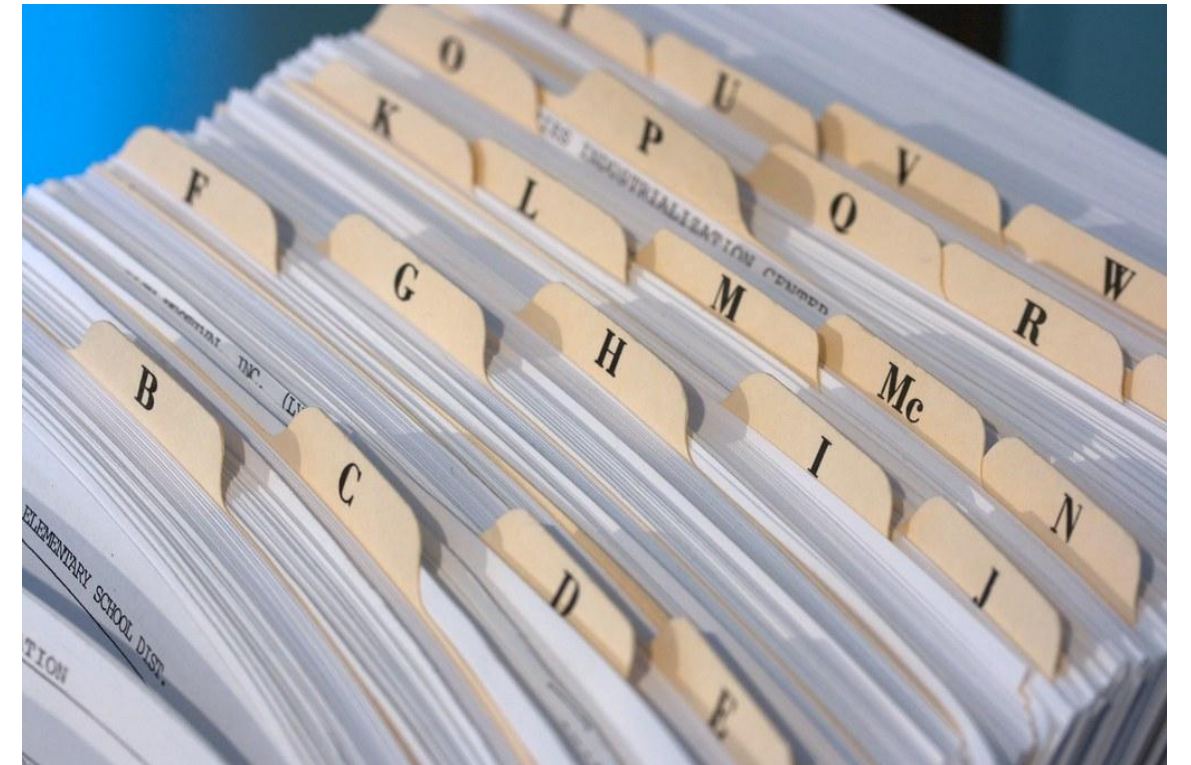
Budget; financial reports; audits

Position descriptions

Committee workplans

Materials from workshops and conventions

Correspondences to and from the PTA



Bylaws

Bylaws govern your PTA association- they establish how the PTA functions; provide transparency and accountability to the membership.

Include information about the following (not an exhaustive list):

- purpose, basic policies, relationship with state and national PTAs

- nominating committee process and elections

- specific officer duties

- executive committee- composition and duties

- board of directors- composition and duties

- information about general membership meetings, including quorum

- bylaws amendment process

All members must have access.

Board members should be familiar with the bylaws. (DON'T wait for an emergency!)

Standing rules (*not all PTAs have standing rules*)

Supplement and interpret bylaws

Cannot conflict with bylaws

Approved by membership, with no approval by state PTA

Developed and updated, as needed (“We need a rule for that....”)

May provide details about-

- Officer duties (beyond what is in bylaws)

- Committee responsibilities

- Format for committee plans of work

- Practices at meetings (roles and responsibilities)

All members must have access.

Summary

The PTA secretary is a rewarding and powerful position.
The key organizational information is at your fingertips!
You help ensure meetings are organized and productive.
Your work supports all of the PTA's advocacy efforts.
You enable the success of the PTA mission...

“To make every child’s potential a reality by engaging and empowering families and communities to advocate for all children.”

Resources

Materials from Free State PTA workshop “How Robert’s Rules of Order can help you run an effective meeting whether in person or virtual” held on August 12, 2021.

National PTA eLearning courses

<https://www.pta.org/home/run-your-pta/elearning>

- ✓ Local PTA Secretary Roles and Responsibilities
- ✓ Using Parliamentary Procedures for Effective Meetings
- ✓ Taking and Approving Meeting Minutes



Thank you for attending.

Thank you for supporting our students.

Have a wonderful school year.