

# SECRETARY

## PTA Secretary – Beyond the Minutes

Everyone knows that the PTA Secretary's primary job is to write up and maintain the minutes of every PTA meeting. However, the additional responsibilities assigned to the secretary clarify why it is a key, board position as one of the three, legally required officers for any PTA.

### Did you know, beyond the minutes, a PTA Secretary is also responsible for:

- Signing, with the president, authorizations for payment after the association votes to pay a bill.
- Maintaining all records, documents and papers except those assigned to others.
- Helping to count a rising vote when requested.
- Attending PTA-sponsored workshops and trainings.
- Notifying executive board members and association members of meetings, as directed.
- Calling a meeting to order and presiding, in the absence of the president and vice presidents, until a chairman pro tem is elected unless your bylaws state otherwise.
- Preparing a list of unfinished business items for the president and assisting with preparation of the agenda, if requested.
- Preparing and reading a report (not the full minutes) of each executive board meeting at each association meeting, and moving the adoption of board recommendations.
- Reading correspondence at meetings, as requested by the president.
- Writing authorized letters as directed by executive board or association action.
- Keeping a file of all letters received and replies written to add to the official records.
- Notifying board members of their election/ appointment, unless bylaws specify otherwise.

#### Materials for Meetings

- Bylaws & standing rules
- Agenda of previous meetings
- Minutes of previous meetings
- Motion forms
- Lists of committees
- Current membership list
- Blank paper for voting by ballot.

**Secretary responsibilities are assigned to one person or, if specified in your bylaws, divided between a recording secretary and a corresponding secretary. When there is no corresponding secretary, duties of the corresponding secretary are combined with the duties of a recording secretary.**

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