

# SECRETARY

## PTA RECORDING SECRETARY

### Your Checklist For A Successful Term

#### Your Primary Goal ...

- Prepare minutes from board and association meetings in an accurate and timely manner

#### Your Key Responsibilities ...

- Keep permanent records of board and association meetings as legal record of PTA unit
- Produce concise and accurate minutes of board and association meetings
- Forward minutes of previous meetings to president prior to next meeting
- Provide president with list of unfinished business and action items after meetings
- Supply and retain sign in sheets for board and association meetings
- Sign authorizations for payment after association votes to pay a bill
- Paste master copy of minutes into a bound, minute book
- Act as corresponding secretary when requested

#### Your Basic Supplies ...

- Notebook/ Paper
- Pens – including red pen to correct minutes
- Rubber Cement
- PTA Secretary Minute Book
- Stationary

#### Your Main Resources ...

- PTA Secretary Workshops – Peralta District PTA Website: [www.peraltadistrictpta.org](http://www.peraltadistrictpta.org)
- Local PTA council and district officers
- 2009 California State PTA Toolkit*, 'Job Description for Secretary', p. 385-386
- California State PTA Website – [www.capta.org](http://www.capta.org)
- National PTA *Quick-Reference Guide*
- National PTA Website – [www.pta.org](http://www.pta.org)

Source: Adapted from Texas PTA Secretary Chairman's Guide