

Rosy Mound PTA

Roles & Responsibilities

Position: Secretary

Responsibilities:

The secretary is responsible for keeping an accurate record of the proceeding of association meetings. These records are the history of the PTA. Promptness, accuracy, and knowledge of PTA policies are key to this job. The secretary should be committed to helping the president conduct a businesslike meeting.

- Read your bylaws. Pay special attention to the Article on Duties of Officers.
- Maintain copy of bylaws for meetings.
- Be a member of Rosy Mound PTA.
- Reserve the rooms needed for PTA meetings.

Recording Minutes

- Keep them brief and to the point. Record impartially.
 - Don't record opinion and discussion. Minutes record whatever action is taken by the unit.
 - They should be accurate in all respects and state precisely what authority is extended to committees, etc
 - Do record:
 - Type of meeting (regular, special, annual, executive)
 - Name of association
 - Presence of president and secretary, or, in their absence, the names of their substitutes
 - Reading and action on minutes of previous meeting
 - Treasurer's report
 - Correspondence, announcements, committee reports
 - All motions (except those withdrawn).
 - Program topic, method of presentation, names of participants and important points covered.
 - Time of adjournment.
 - Write approved and date under minutes.
 - Distribute copy of minutes to President & Webmaster within 5 days of meeting in order to upload to website..
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- Turn in your **Secretary Leader** folder to the in-coming secretary at the end of the year and allow time for shadowing.
 - Follow the rules and guidelines of the Michigan/National PTA.
 - Generate agenda for general membership meetings.

General Membership Meetings

- Carry reference material to each meeting. file of minutes & agendas, local handbook, copy of bylaws, Robert's Rule of Order, executive board list, & membership list.
- Monitor time and keep meeting moving along in accordance to Robert's Rule of Order.
- Have copies of previous minutes for membership approval., copies of agenda and list of attendees.

Elections

- Have material for ballot voting (ballots & membership list)
- Send names of newly elected officers to Michigan PTA.