

SECRETARY

The secretarial responsibilities in a local PTA may be assigned to one person or divided between a recording secretary and a corresponding secretary as specified in the unit bylaws. In addition to the bylaws, the duties of a secretary are discussed in the Robert's Rules of Order, Newly Revised.

1. *Read your bylaws. Pay special attention to the Article on Duties of Officers.*
2. *Record minutes of meetings. 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. MINUTES ARE AN IMPORTANT RECORD TO BE MAINTAINED BY AN ASSOCIATION.

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 *All motions (except those withdrawn); points of order and appeals; whether sustained or lost; and the name of each member who introduced a main motion, but not the name of the seconder*
- > *Program topic, method of presentation, names of participants and important points covered*
- > *Time of adjournment.*

3. *Write approved and date under minutes.*
4. *Carry reference material to each meeting. You never know when you're going to need: file of minutes, local handbook, local bylaws, local standing rules, local budget, executive board list, council handbook, and the Annual Resources for PTAs from National PTA.*
5. *Have material for ballot vote at every meeting.*
6. *Your president should have a copy of all minutes. Get them to him/her as soon as possible after each meeting.*
7. *Act as custodian of PTA records.*
8. *As soon as new officers are elected in the spring, it is the responsibility of the secretary to send names of newly elected officers to: Indiana PTA, 2525 North Shadeland Avenue D4, Indianapolis, IN 46219.*
9. *Notify the council of names, addresses and phone numbers of all officers, committee chairmen and council delegates. Keep this list up-to-date.*