

## RSAR PTSA Co-Secretary

**Purpose:** Take minutes and record all business transacted at all PTSA meetings, including Board of Directors and Membership Meetings, making sure all minutes are complete. The secretary must prepare the minutes for approval at the next meetings.

### **Responsibility:**

- At meetings the secretary determines if a quorum is present, handles attendance, and in the event both the president and the vice president are absent, calls the meeting to order and asks for nominations for a chair pro-tem.
- Filing: Hard copies of all minutes are kept in the secretary's current notebook, along with all supporting documents from the meeting. A secondary binder contains all of the previous year's minutes and supporting documents.
- Correspondence, committee reports, newsletters, meeting notices, etc. should be maintained in the official files of the unit/council held with the co-Presidents.
- Prior to each Board of Director's meeting, one of the co-secretaries check the office filing system for any new correspondence. Pick up anything from the Treasurer and President's files and bring to the board meeting that night.
- Communicates all email correspondence to presidents.
- Attend all meetings
  - Board of Directors Meetings
  - Membership Meetings
- Prepare and have the following materials available at every meeting:
  - Minutes from previous meeting, whether Board of Directors or Membership Meeting. Make enough copies for attendees to share, review and approve.
  - After the meeting, write up the minutes in "DRAFT" status. Indicate it is draft by a watermark or title. Email out to Board of Directors or Membership, depending on the meeting, within 2 weeks' time. Ideally, completed within 2 days of the meeting.
  - Document Binder
    - Bylaws
    - Standing Rules
    - Budget
    - Board of Directors' roster and attendance

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- Membership list
- Motion forms
- Minutes Binder
  - Should have at least 2 years of minutes.
  - Membership Meeting minutes
  - Board of Directors' meeting minutes
  - Minutes should indicate the place, date and time of the meeting. They should state whether the required quorum was present, a statement that the minutes of the previous meeting had been distributed and were approved either as written or as changed. Names of those attending should be listed (sign in sheet can be attached).
  - When a counted vote is taken, the number of votes "for" and "against" a motion should be noted as well as the motions.
    - Procedure for taking minutes: The first paragraph should look like this:
      - Kind of meeting
      - Name of association
      - Date, time and location
      - Proper notice was given to all members
      - List of those in attendance
      - The presence of a quorum
  - See attached example

**Qualifications:** Strong writing and editing skills. Strong organizational skills; ability to keep good concise notes.

**Time Commitment:** Attend all board meetings and Membership Meetings.

**Training:** Attend a State PTA certified training that meets the requirements for mandatory training for elected local unit officers. If new to role, attending a Secretary's workshop to learn in greater detail how to better perform this job is recommended. More than one training can be taken. Additionally, when new officers are elected the previous officer must train the new officer and transition knowledge and documents (notebooks or binders) to ensure continuity and maintain adequate record keeping as required by State PTA bylaws.

## **RSAR PTSA Co-Secretary**

**Location:** Work from home and wherever the RSAR PTSA meetings are held.

**Supervision:** PTSA Board, RSAR Administration

**Benefits:** Supports students and families for RSAR. Fulfills student family volunteer requirement.