

SECRETARY

The job of secretary is one of the most exciting positions on any board. Every association must have at least two officers, a presiding officer (president) and a recording officer (secretary) in order to function properly. In addition to the position of recording secretary, a corresponding secretary is common. The duties of the secretary are outlined in the bylaws, a copy of which you should keep in your files.

The secretary is essential in conducting the business of the association. If the secretary is absent from the general, board of directors, or executive committee meetings, the presiding officer must appoint someone to take minutes. Remember, if it is not in the minutes, it did not happen.

The Secretary:

- a. Records accurately all business transacted at each meeting of the association and presents the minutes for approval at the next meeting of the same body.
- b. Submits online the names and addresses of all incoming officers to the state office. Prints and sends copies to district and council PTAs by May 1, and incoming chairpersons by the last business day in August. Submits to the state office any changes in officers or contact information.
- c. In the absence of a Membership Chair maintains membership list using Just Between Friends.
- d. Keeps all committee reports on file.
- e. Copies and distributes bylaws to all board members.
- f. Sends correspondence for the PTA and maintains a correspondence file.
- g. Calls the meeting to order in the absence of the president and vice president.
- h. Sends out notices of meetings.
- i. Assists in determining a quorum.
- j. Counts a rising vote.
- k. Is an emergency signature on the checking account.
- l. Prepares in advance of each meeting (in consultation with the president) an agenda showing the order in which business should come before the body.
- m. Serves as custodian for all records except for those specifically assigned to other individuals.
- n. Attends all training opportunities offered by council, district and Georgia PTA.
- o. Has on hand for reference at each meeting:
 - Signed and approved minutes of previous meetings
 - Copies of previous treasurer's reports
 - An agenda (include unfinished business)
 - Current copy of Georgia PTA approved Local Unit Bylaws
 - Copy of *Robert's Rules of Order* (newly revised)
 - Current membership list
 - List of committee chairpersons and committee members
 - Materials for note/minute taking
 - Ballots, in case a vote is taken by ballot
 - Motion blanks

Other References

Local Unit Bylaws, Article VII, Duties of Officers, Section 2 for more specific information about the Secretary's duties and the *Basic PTA Information & Management* section of this resource for specific information about meetings and minutes.