**Board Secretary:**

Primary role is taking minutes at both the closed Board and General meetings, assisting the President with meeting agendas and working with the school office to set the calendar for the school year.

Other duties include:

Send meeting reminders to the Board;

Create the Calendar for the entire year (in close collaboration with the school office);

Create the PTA Volunteer form (in close collaboration with the Board VPs);

Ensure the school mailer is ready and mailed by mid-August, work with the front office for the Principal’s letter, and coordinate the mailer stuffing party;

Secure sites/rooms for PTA Board and General meetings; and,

Send Thank You’s on behalf of the PTA, where there is not clear VP alignment.

The Bylaws state:

The recording secretary is elected and is one of the three officers required for a PTA/PTSA.

* Obtain secretary's minute book with minutes of previous meetings and other materials from your predecessor, including master copy of the bylaws, list of members, and official documents and records of the PTA.
* Keep an accurate, concise, permanent record of the proceedings of all meetings of the association and of the executive board. These minutes are the legal record of the PTA/PTSA.
* Minutes must contain a record of what the group did, with action recorded in the order it took place. Personal opinion and discussion are omitted.
* Minutes are entered in a bound book, hand-written in permanent ink, or typed and the original copy pasted into the bound minute book.
* Prepare a list of unfinished business items for the president and assist with preparation of the agenda, if requested.
* Have on hand for reference at each meeting a copy of the bylaws and standing rules, minutes of previous meetings, list of all committees, and an up-to-date list of all members.
* Read the minutes of any previous meeting when called upon to do so.
* Prepare the minutes and give a copy to the president soon after each meeting.
* Make all corrections to the official minutes. Corrections to the minutes are made immediately following the reading of the minutes, during the time specified on the agenda for minutes, or at any subsequent meeting when errors are discovered. The current minutes shall reflect that a correction was made. In the master copy of the minutes, the secretary circles the incorrect words with a red pen and places the correction in the margin of the bound minute book. Corrections must be dated and initialed. Only the group that created the minutes (executive committee, executive board, association) may correct them.

\*\*I just email out the minutes with the agenda and meeting reminder.

* Prepare and read a report (not the full minutes) of each executive board meeting at each association meeting, and move the adoption of board recommendations.
* Sign immediately, with the president, authorizations for payment after the association votes to pay a bill. Record all expenditures in the minutes. (I just attach the Treasurer report and note the vote in the minutes referencing the attachment).
* Enter all amendments to the bylaws in the minutes when the vote is taken.
* In the absence of the president and vice presidents, call the meeting to order and preside until the election of a chairman pro tem, unless the bylaws specify otherwise.
* Be prepared to help count a rising vote when requested and have blank paper available for voting by ballot.
* Be responsible for all records, documents and papers (except those assigned to others).

Minutes should contain:

- Name of the association and kind of meeting (association, executive board, special);

 - Date, time and place of meeting;

 - Name and title of presiding officer (or pro tem);

- Disposition of minutes of previous meeting – whether read and approved/corrected or their reading postponed including when and how they are to be approved;

 - Statement of account as given and list of bills approved for payment;

- Summarized reports of other officers and chairmen (important reports such as budget should be attached to the minutes in full);

 - Record of each motion voted upon, the name of member who made

the motion, and whether carried or lost (the name of the seconder is not recorded);

 - Copy of any resolutions adopted;

 - Record of results of any election and votes cast;

- Brief notation of program topic, names of participants, and method of presentation;

 - Time of adjournment;

 - List of persons in attendance or excused absences; and,

 - Signature of secretary, using own given name.