

# SECRETARY: JUST A NOTE TAKER?

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**PTA Board Retreat: Leadership Workshop**  
**Nov. 13, 2016**  
**1:00-4:00pm**



# Objective

- Understanding your role and responsibility as secretary
- What is a Secretary?
- Do's and Don'ts
- How to be more effective

# Historical Data

The minutes of the organization will be the history of your PTA and you, the secretary, are custodian of all records such as:

- Executive committee minutes
- Executive board minutes
- General membership minutes
- Original, signed, copy of Bylaws
- Roberts Rule of Order, newly revised  
<http://www.robertsrules.org/>
- Complete membership roster

# Focus...

- ❑ ...on the content and outcome of motions
- ❑ ...on keeping an accurate record of the proceedings of the association, board, and executive committee meetings.

# Focus Harder...

- ❑ The minutes support the work and decisions of the association
- ❑ If your PTA is called for an audit by the IRS, and believe me, they know where you are, the minutes are **THE** record of business—and required for the audit.
- ❑ IRS officials compare the minutes to the treasurer's accounts and books...and as secretary—you want to be certain they are accurate.

# Location, Location, Location

- Where does the secretary sit during meetings?
- Next to the president/chair.

# Anything else?

Does the secretary simply take minutes?

**NO!**

you also...

- Advise the president on actions items/motions that should be addressed
- Keep the president on track (without taking over) during the meeting
- Request that all motions be written
- Make certain you have the information you need. If not, **ASK FOR IT!**

# Do's

- ❑ Be complete, concise, and accurate
- ❑ Record actions taken in the order they took place
- ❑ Finalize the minutes in a timely fashion
- ❑ Attach **ALL** reports to the original minutes
- ❑ Obtain permission from EVERYONE if taping the meeting

**If you are in doubt, speak up to clarify whether a decision has been made**



# Don'ts

- Try to summarize discussion or who said what
- Guess
- Record conversations without EVERYONE'S permission

**If you are in doubt, speak up to clarify whether a decision has been made**

# Anything else?

- ❑ For each motion, list the complete wording of the motion and the outcome (Passed, Failed, Referred to Committee).
- ❑ • Include the name of the person making the motion.

**NOTE:** it is not necessary to record **who** seconded the motion but rather that it **was** seconded. If a motion comes from committee then it does not require a second.

# Minutes...Let's take 'em

- ❑ It's much easier to take minutes if you have a laptop or other such electronic device....trust me.
- ❑ Create a template in Microsoft Word by creating a “New” doc
  - Page Layout
  - Line Numbers
  - Restart Each Page

# Sample Minutes

- Indicate what type of meeting
  - (Exec. Committee, Exec Board, General Membership).
- Add date and time (i.e. July 11, 2014 –6:00pm).
- Add location (Richmond Marriott, Richmond, VA)
- Call to order. Remember to track exact time.
- In attendance.
- Absent excused.
- Absent unexcused.
- Quorum established?
  - How do you know?

# Sample Minutes

## Appointments

- Auditors
- Timekeepers

## Agenda

- Adopted as presented
- Adopted as amended

## MOTIONS!!!

- **MOTION #5:**“I move to approve the Family Fun Event at Great Wolf Lodge for the dates of September 26-27, 2014 at the rate of \$160.99.” Motion made by Katie Brown and was seconded.

**MOTION PASSED.**

# Sample Minutes

- ❑ Arrived late / Left early.
  - It is important to note when board members arrive late and/or left early.
- ❑ Reports
  - Scott Rhyne, Secretary presented a written report. (*attached*)
  - Scott Rhyne, Secretary presented a verbal report.
- ❑ Breaks
- ❑ President Julie RECESSED meeting at 6:47pm
- ❑ Meeting RESUMED at 7:00pm.

# Sample Minutes

## Submitted by

- *your signature (once approved)*
- Kim Smith, Secretary
- Minutes approved as presented
- Minutes approved as amended

## Date Minutes approved \_\_\_\_\_

# Minutes

- ❑ The draft of the minutes should be sent to board members for corrections **BEFORE** the next meeting so members have opportunity to review and make suggestions for corrections.
- ❑ If oral reports are given, then the minutes should reflect as much.
- ❑ If written reports are given, then each attachment to the minutes should be numbered and noted in the minutes.
- ❑ Every member has the right to examine the minutes.
- ❑ Have template on computer to save time and keep consistent.



I am not clear about ?

Oh, this is great information. I am ready to take minutes!!!

Ok I Got It!

What do you mean by?

