

Role of a Secretary

The secretary is responsible for keeping accurate records of the proceedings of the association.

The specific duties of the secretary are to:

- Maintain accurate records of the proceedings of the association.
- Keep committee reports on file.
- Maintain an accurate record of PTA membership received from the membership chairman or committee.
- Notify officers, committee members, and delegates of their election or appointment.
- Provide credentials for delegates.
- Process the general correspondence including the agenda for meetings, and send out notices of meetings when necessary.
- Has on hand for reference at each meeting a copy of the local bylaws and standing rules, the agenda, the minutes of the previous meetings, including the treasurer's report, a list of committees including names of committee members, a list of members, and an agenda available at each meeting.
- Attend training and review SCPTA Leaders' Tool Kit CD.

Secretary's Responsibilities

- Records all business transacted at each board and general meeting of the association and presents the minutes for approval at the next meeting.
- In consultation with and at the request of the president, may prepare in advance of each meeting a complete agenda, showing the order in which business should come before the group.
- Reads or distributes printed copies of the minutes of any previous meeting.
- Acts as custodian of all records, except those specifically assigned to others, and promptly delivers all records to successor.
- Furnishes delegates with convention credentials.

Corresponding Secretary

- If there is no recording secretary, the corresponding secretary records the minutes.
- The corresponding secretary notifies officers, committee members and delegates of their election and sends to the state office the names and addresses of newly elected officers and those officers serving a second term.
- The corresponding secretary posts and sends out notices of all PTA meetings, general and otherwise.

Secretary's Tools: Unit bylaws, *Robert's Rules of Order Newly Revised*, binder for minutes, motion forms, tape recorder, and thank you notes.