San Diego Unified Council of PTAs
San Diego Unified Council of PTAs Office
The Harold J. Ballard Parent Center in Old Town
2375 Congress Street, Bungalow 7
San Diego, CA 92110
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SECRETARY HANDBOOK
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# How to Contact Council

**By Phone:**  
(619) 297-7821

**By E-mail:**  
sducpta@yahoo.com

**By Fax:**  
(619) 297-2152

**By Mail:**  
San Diego Unified Council of PTAs  
c/o Ballard Parent Center  
2375 Congress Street, Bungalow 7  
San Diego, CA 92110-2318  
**Note:** You can use U.S. mail or school mail.

**On the Web:**  
www.sdcouncilpta.org

**In Person:**  
Check the website for office hours. The office is staffed by volunteers so call before coming to make sure someone will be there.

If you can’t come during normal office hours, you may call the office to make an appointment.

**Parking:**  
The closest parking is the parking lot behind the Ballard Center – enter from Jefferson Street. We are in Bungalow 7.

**Transit:**  
We are located less than one-half mile from the Old Town Transit Center.
Dear PTA Secretary,

Here it is – your PTA Survival Kit!

Inside are the most important materials you’ll need for your new position.

Keep this folder handy throughout the year. Take it to meetings. Re-read it, as necessary. If you don’t find the information you need here or in your Bylaws, go to the California State PTA Online Toolkit – at toolkit.capta.org. If you can’t find it there or you’re still unsure, contact the Council. We’re here to help.

You’re now part of the oldest and largest child advocacy group in the United States – five million members strong!

Although we’re a national organization, the key to PTA is the unit level – and that’s You! You and your board are the heart of PTA because you directly impact the children, parents and teachers at your school.

PTA board members also learn how to run an organization -- financial management, event planning, team-building and yes – Robert’s Rules of Order! These leadership and organizational skills will benefit you for years to come.

Take advantage of all the training and resources we have to offer here at the Council to make your year go smoothly! We’re located in the Harold J. Ballard Parent Center in Old Town – come and visit us often. Office hours are posted on our website.

I look forward to meeting each and every one of you. Have a fantastic year!

Celeste Bobryk-Ozaki
President
San Diego Unified Council of PTAs
PTA Executive Board Officers

Welcome on board. You have now joined the largest volunteer agency for the welfare of our children. Your job for the next year is to run a mini-business.

Think of it as mini, in the sense that the overall income will usually be under $50,000 indeed most of our PTAs run under $25,000. Almost all of the rules below apply to any Non-profit organization; they are not unique to the PTA.

Think of it as a business, because that is exactly what it is. So, all the rules and regulations that we at the San Diego Unified Council of PTAs present you with are the rules and regulations that all Non-Profit organizations have to follow. We are here to keep your PTA in Good Standing, so that you can continue with the business of supporting your students on a daily basis.

Rosters – we at the Council, the District, the State and the National PTA need to know who you are. It is an IRS requirement. None of the information is ever released to an outside agency. Your data is safe. Rosters are due May 1 each year. If your unit has not filled all the positions, send in what you have. If your unit has not had elections then let us know so we can help.

Membership – to keep Good Standing and Non-profit status, a PTA needs to have a list of its members and to send the Council PTA the Annual Historian Report (think volunteer hours). Keep the membership rolls for three years. Easiest way is to paste them in the Secretary Book at the end of the year. There is no upper limit to membership and is open to all parents, students, teacher, relatives, and community members.

Minutes – as a non-profit and a membership driven organization, accurate minutes need to be kept on what activities a PTA has approved and what money has been received/spent. Membership enrollment numbers are entered in the minutes of the Executive Board each month. Keep the minutes in a bound book and keep your PTA minutes forever.

Taxes – All non-profits must file taxes no matter how small their income. If an organization goes three years without filing taxes, it will be shut down – not by the PTA but by the IRS. Provide the council a copy of your return. We will send out reminders to file your returns for State and Federal. Copies of tax returns should also be entered in the Secretary books as part of an Executive or General Meeting. File your taxes as soon as you can after your Year-End Audit.

Audits – audits will provide you with the accurate information to file your tax return. Audits make sure that the minutes and the accounting books match. All Audits Reports should also be entered in the Secretary books as part of an Executive or General Meeting. A PTA should be performing a mid-year audit and a year-end audit. The audit is performed by the elected Auditor or can be performed by an appointed General Member of the PTA, or by Committee. The Council will help you perform your audit or we can do the audit for you.

Financial Data – to keep your business on track, we at the council keep a record of your financial data. Here is a list of what we need – Proposed Budget at the beginning of the year, Mid-Year Audit report, Year-End Audit report, Year End Financial Report. These items
should also be entered in your Secretary books as part of an Executive or General Meeting. Keep your financial data for seven years.

**Membership Dues** – all Membership dues not belonging to the unit are **sent to the council on a monthly basis**. So, for each member, forward $5.75 to our Council. The membership year for the State starts July 1 and runs through June 30. If it does not coincide with your PTA financial year, don’t worry, it doesn’t have to. Your PTA does not need to approve the writing of the checks to our council to send in your dues. This money does not belong to your PTA, so it does not need authorization. Use the **Cash Verification Form** for processing membership and the **Unit Remittance Form** to send in the dues.

**Insurance** – California State PTA negotiates insurance to cover PTA approved activities. It is a bargain. The insurance payment is sent to the Council and we forward it on. Because the PTA is large this insurance comes to each unit at a reasonable rate and is one of the perks of being a PTA.

**Council Assessment** – This **yearly assessment of $50.00** was voted on by the Unit Presidents of the San Diego Unified Council of PTAs. What do you get? You get a Council PTA that can support your unit with training, and individual help when you need it.

**Remember these rules are not here to keep you from doing business. These rules are here to help you to be a successful Non-Profit Organization.**

If your PTA needs help, just call us at (619) 297-7821 or email us at sducpta@yahoo.com and we will get back to you as soon as possible.

The San Diego Unified Council of PTAs represents you and your members.
Secretary's Duties

Responsibilities of the Secretary
- Keep an accurate record of each meeting
- Have an up-to-date list of PTA members
- Retain all master copies of minutes
- Have a current copy of the bylaws with all amendments recorded
- Keep rosters and lists up-to-date
- Handle correspondence as assigned by the president
- Notify members of meetings
- Retain all materials, contracts, motions, etc., until end of term
- Pass on all materials and records in a timely manner at end of term

PTA Minutes - Minutes should contain
- Name of the PTA/PTSA as listed on the bylaws
- Type of meeting - association, board, special, etc.
- Date, time and location of meeting
- Presiding officer
- Attendance list
- Disposition of previous minutes (approved as presented or corrected)
- Financial reports attached or in body of minutes including starting balance, monthly income and expense detail, and ending balance on hand.
- Bills approved for payment

Minutes Should Contain
- Officers/chairmen reports
- Motions as moved and voted on with maker's name
- Disposition of motions - adopted or defeated, tabled, postponed
- Election results and votes cast
- Program notes
- Time of adjournment
- Signature and title of secretary
- Approval date
Correcting the Minutes
- All corrections should be made on the master copy
- Corrections are made after presentation
- Corrections are made in red ink
- Circle errors and make corrections in the margins
- Corrections must be dated and initialed
- Corrections are only made by the group that generated the minutes being corrected
- Corrections may be made at any meeting when errors are discovered
- Corrections to past minutes will be noted in current minutes

Bring To All Meetings
- Two year's minutes for reference
- Copies of agendas
- Current Bylaws and Standing Rules
- Current membership list
- Roster of elected officers and appointed chairmen
- Current reports
- Paper for ballots
- Correspondence received (may be duty of corresponding secretary)
- Motion blanks
- Office supplies as needed - red pen
Secretary Officer Supplies

The key to a successful year is organization. If the previous Secretary did not leave you tools, then you will need to purchase (and be reimbursed for):

- A binder
- Black Pen
- Red pen
- Section separators by the month (2 sets)
- Plastic sheet covers (24) to store completed motion sheets for each meeting.
- Section separators general (about 5)
- A Secretary Book – available at Council PTA or Ninth District PTA for purchase.
- Optional – a pad or composition book for taking meeting notes
- Optional – hole punch (for papers without).

In the binder you should have:

- A copy of the bylaws
- A copy of the budget for the year
- A roster of officers
- A list of members provided by the Membership VP or Chairman updated each month
- All agendas and handouts from each meeting (using the monthly section separators).

Keep the final list of PTA members for the year, this list should be kept for 3 years.

Keeping the minutes in the Blue Official Secretary Book makes all permanent records easy to locate and worth the cost.

Your principal should provide the PTA with a safe and easy to access place to store past Secretary Books and Financial Records.
What are the Legal Documents of your PTA?

**Charter**
- Issued by the California State PTA when first organized
- Must be kept where it can be easily found

**Minutes**
- **Your permanent record of all business and financial reports at PTA meetings**
- Master copy of minutes kept by secretary
- Filed at the end of the year with current copy of the bylaws
- Kept forever

**Bylaws**
- The rules of the organization as signed and approved by the California State PTA parliamentarian and then adopted by your association; on file with the District PTA
- Reviewed each year and updated every two years

**Membership Records**
- Keep three (3) years of membership rolls.

**Financial Records**
- Kept for a minimum of seven (7) years

**Historical Records**
- Names of past presidents,
- Honorary Service Award (HAS) recipients
- Charter membership list
What Goes in The Secretary Book?

The minutes!

Along with the minutes each month you will have different supporting documents. These are your supporting documents.

- The check detail – list of checks approved at each executive board meeting.
- Membership numbers (each month).
- The Budget on the month it is adopted.
- The PTA calendar on the month it is adopted.
- A copy of the Tax Returns on the month that they are presented as filed (by the Treasurer or President).
- The Audits on the months they are presented (mid-year audit and year-end audit by the elected or appointed auditor)
- Historian report of volunteer hours accrued by the unit.
- The annual financial report (usually presented at the beginning of the following year.)
- Attendance list for General Meetings (sign in sheets).
- Any important or large signed contracts.
- Fiduciary Agreements which gifted money to the school site for a specific purpose.

What does the secretary never do?

Sign checks.

The Secretary confirms that checks were authorized at a meeting. It is the President and Treasurer who are two of the three official check signers.

The secretary should never have anything to do with money if that is possible, even counting money.
TIPS FOR RECORDING THE MINUTES

✎ Use a bound book for permanent storage. NEVER USE A LOOSE LEAF BINDER as pages can be lost.

✎ Write minutes directly into the bound book or paste typewritten or computer generated minutes into the book.

✎ Number pages in consecutive order.

✎ Keep minutes from all meetings of the executive board, executive committee, and association in the same minute book.

✎ Record minutes that are brief, yet contain all important information needed to check past proceedings.

✎ Record what is done, not what is said.

✎ Do not reflect the secretary’s personal opinion about anything that is said or done.

✎ Record the business in the order it happened.

✎ Record minutes in paragraph form or by department/subject headings.

✎ Write minutes immediately following the meeting.

✎ Leave a wide margin in the book to allow space for corrections.

✎ Send an advance copy of the minutes to the president as soon as they are completed.

✎ Use motion forms to ensure accurate wording of all motions. Motion forms may be numbered to keep track of actions. While taking notes, simply write motion # 5, carried or failed. Amendments can be lettered, e.g. # 5a. Refer to the motion form for specific wording when completing the minutes.

✎ Record all motions except those withdrawn, all points of order, and appeals.

✎ Record the name of the member who introduced the motion and the results of the vote (carried or lost).

✎ Do not record the name of a person who offered the second.

✎ Record a ballot vote as follows: number of eligible votes, number of affirmative votes (ayes), and number of negative votes (no’s). For an election, include the name of the nominees and the number of votes each nominee received. A motion to destroy the ballots is in order.
How to Record Minutes

Opening Section
Record the kind of meeting (association, executive board, special, etc.); name of the association; date, place, and hour of the meeting; and the name of the presiding officer. In the absence of the president, secretary, or parliamentarian, the names of the substitute (pro tem) should be recorded.

Absences and Courtesy Seats
In minutes of the executive board/committee, those who are attending, those who are absent, and those who have been given an excused absence are noted. Any courtesy seats granted by the president are noted, with the name of the guest, proper title, and the name or the organization represented (if any). The attendance sheet is attached to the master copy of the minutes for all meetings.

Minutes of Previous Meeting
A statement is required concerning the disposition of the minutes of the previous meeting, e.g. "The minutes were approved as read/printed." OR "The minutes were approved as corrected."

Statement of Account
A statement concerning the treasurer's report is required.
Balance on hand as of date(mm/dd/yy): $xxxx.xx
Receipts totaling $ yyyy.yy
Disbursements totaling $ yyy.yy
Balance on hand as of date(mm/dd/yr): $xxxx.yy

Communications
If there is any correspondence, a statement is required regarding from whom it was received, a brief explanation of content, and what action was taken, if any.

Executive Board Report - Phoebe Hearst, Secretary
The secretary reports that the executive board/committee met on (date) and has three recommendations for consideration. (Recommendations from the executive board of a committee do not require seconds because they are coming from a group.) Report whatever else is necessary for the information of the association. Report any items that need to be ratified.

Example:
Motion: Phoebe Hearst, Secretary, moved on recommendation of the executive board that...Adopted.
**Reflections - Betty Jones**

Betty Jones reported that there were 257 entries this year in the Reflections program, 131 in Visual Arts, 73 in Photography, 43 in Literature, 4 in Musical Composition, 4 in Dance Choreography, and 3 in Film/Video Production. The judging will take place during the week of October 23, with the due date to council being November 1. The Reflections Reception will take place on October 30 in the school library from 7:00 p.m. to 8:30 p.m.

**Motion:** Betty Jones moved that $500 in the Reflections budget be released to pay for Hospitality, certificates, and awards for the Reflections students. Selena Butler moved to amend by replacing $500 with $600. Adopted

**Main Motion as Amended Adopted**

**Membership - Jennifer Rich**

Jennifer Rich, membership chairman, reported that membership to date is 934, an increase of 21% over last year at this time.

**Program**

Include the program topic, type of presentation, and name(s) of participant(s). If there is an outside presenter, include his/her name, title, and the organization he/she represents.

**Announcements**

Record any announcements.

**Adjournment**

The meeting was adjourned at (time).

**Secretary's Signature**

Sign the minutes: Phoebe Hearst, Secretary. The words "Respectfully submitted" are not used.
Common Statements That You Will Hear and Record

Each Meeting

By the Treasurer: I move to ratify checks #xxxx through #xxxy totaling $ZZZZ.ZZ from the general account.

By the Membership VP or Chair or Treasurer: The number of PTA members is xyz.

Twice a year:

By the Auditor: I move to adopt the [Mid-Year, Year-End] audit for the YourUnitName PTA.

Once a year:

By the Treasurer: I move to adopt the budget for [list fiscal year].

By someone on the Calendar Committee: I move to ratify the YourUnitName PTA Calendar for [list fiscal year].

By Chairman of Fundraising: I move that YourUnitName PTA have the following fundraisers: list of fundraisers.

By the president at elections of Nominating Committee and Officers: Nominations are open. Nominations are closed.

Anyone: I nominate Person’s Name to be [on the Nominating Committee, for President, etc].

At any time:

Adding a new event: I move to have a movie night, as a program, on Date and charge admission of 50 cents for each person with expenses not to exceed xx dollars.

Letting the Board Spend Budgeted Money: I move to release funds for the Summer Leadership Convention up to the budgeted amount of $xxx.xx

By the President: I appoint Person to be Chairman of Some Committee.

By another officer: I move to ratify the action of the President in appointing Person to be Chairman of Some Committee.

By the Treasurer: I move to amend the budget by [list transfer of funds from one line item to another].
I. Call to Order (5:30 p.m.)

II. Approval of Minutes from March 1, 2013, meeting (5:31 p.m.) *(see attachment)*

III. Financial Report (5:32 p.m.) – Tia Tooly
    - Balance sheet report *(see attachment)*
    - Profit & loss statement *(see attachment)*
    - Checks to be ratified by the membership *(see attachment)*

IV. President’s Report (5:35 p.m.)
    - SD Unified Council of PTAs – Monday, May 24, 6-8 p.m. – Who is going? (12 people)
    - Reminder re: general body meeting on Tuesday, May 18, 2013, 6 p.m.
    - Ninth District PTA Leadership Training – June 5, 8 a.m. to 3:30 p.m. – Who is going?
    - Report on CAPTA Convention – Kerry Kennedy & Vicky Tall

V. Reports of Committees (3 minutes each)
   A. Awards & grants Barbara Branch
      - National Silver Anvil Award, Public Relations Society of America – Jane Doe
      - Ninth District PTA newsletter and website awards entries – No updates
      - Emerging leader grant applications submitted by Kerry Kennedy and Vicky Tall

   B. Book Fair Vicky Tall
   C. Budget Jane Doe
   D. By-laws Barbara Branch
   E. Communications Julie Joe
   F. Hospitality Florence Henderson
   G. Membership Sara Sears
   H. Programs Elaine Elk
   I. Ways & Means Kerry Kennedy

VI. Old Business (6:45 p.m.)

VII. New Business (6:45 p.m.)

VIII. Announcements (6:45 p.m.)
    A. Next meeting date will be June 1, 2010, 5:30 p.m., at the school
    B. July exec on 6th and general meeting on 20th – If changing, need approval at May 18 meeting

IX. Adjournment (6:46 p.m.)
2012-2013 TOP NOTCH PTSA
Executive Board Meeting Minutes (SAMPLE)
May 4, 2013

In attendance: Jane Doe, Vicky Tall, Tia Tooly, Elaine Elk, Kerry Kennedy, Sara Sears, Luis Allteacher, Sarah McSue, Dian Edwards, Florence Henderson. Barbara Bunch, Julie Joe,
Excused: Cindy Estle, Marion Ross, Teresa Principal

I. The meeting was called to order by President Jane Doe at 5:37pm at TOP NOTCH Elementary, 4961 Main Street, San Diego 92xxx in Room 9.

II. The minutes were approved with 2 corrections.

III. Financial Report (5:32 p.m.) – Tia Tooly
   A. Balance sheet report
      General Fund
      Balance on hand (April 1, 2013) $ 6,000.00
      Income $ 5,000.00
      Expenses $ 6,000.00
      Balance on hand (April 30, 2013) $ 5,000.00

      Book Fund
      Balance on hand (April 1, 2013) $ 6,000.00
      Income $ -0-
      Expenses $ 4,000.00
      Balance on hand (April 30, 2013) $ 2,000.00

   B. Tia Tooly moved that checks #2956 through #3000 and #3153 through #3157 totaling $6,000.00 from the general account and checks #1140 through #1143 totaling $4,000.00 from the book account be ratified. Adopted.
   C. Tia reported that the K-1 dances made a profit of $1000.

IV. President’s Report – Jane Doe
   A. National Legislation Conference & Awards Ceremony in Washington, D.C., March 10-11. Kerry Kennedy reported that the letters that she took made a difference.
   B. The following board members were identified as going to the School District Council of PTAs dinner meeting on Monday, May 24, 6-8 p.m.: Jane, Kerry, Vicky, Elaine, Luis, Tia, Barbara, Sarah, Sonya, Dian, Florence and Teresa.
   C. Kerry Kennedy & Vicky Tall reported on CAPTA Convention.

V. Reports of Committees
   Barbara Bunch moved that Suzanne Hershy be a candidate for a Continuing Service Award, that Eric Yasuka be a candidate for the Very Special Person Award and that they be honored at the July General Meeting. Adopted.

   Vicky Tall moved to extend the Spring Book Fair hours until 4pm on Friday June 25. Adopted.

   Jane Doe reported that budget meetings will begin in June.
Reports of Committees (cont.)

Barbara Bunch reported that the by-laws were updated but not the standing rules. She reminded everyone that volunteer hours are due and need to be sent to the Council. Julie Joe reported that the May newsletter went out early this month.

Florence Henderson reported that Teacher Appreciation Week was going well, but Muffins with Mom had been forgotten. **Elaine Elk moved to recommend to the association to have an event called Pastries with Parents for Grades K-2 on Tuesday, June 22, 2013 and for Grades 3-8 on Wednesday June 23, 2013. Adopted.**

**Elaine Elk moved to release funds for Pastries for Parents up to $600.00. Adopted.**

Sara Sears reported that she is actively recruiting a membership chairman to replace her. **Final membership was 219.** She was now signing up members for next year 2013-14.

Elaine Elk reported that the Terracycle committee is set up with Susan Williams chairing. **See’s Candies Update: $3057.25 earned – recommends to repeat this fundraiser. No update of Casa Machado. Looking for a chairman for next year’s Way and Means Committee.**

VI. New Business –

**Kerry Kennedy moved to recommend to the association to move the July meeting from July 20 to July 13. Adopted.**

Jane Doe had a picture taken of the board for the yearbook.

VII. Announcements

A. Next meeting date will be June 1, 2013, 5:30 p.m., at the school

B. July exec on 6th and general meeting on 20th – If changing, need approval at May 18 meeting

VIII. Adjournment at 6:30pm
Motion Form for ___________________________ PTA/PTSA

Name: ___________________________ Date: ________

Motion: ______________________________________________

_______________________________________

_______________________________________

_______________________________________

_______________________________________

_______________________________________

_______________________________________

Vote: __ Approved  __ Not Approved  __ Postponed

Motion Form for ___________________________ PTA/PTSA

Name: ___________________________ Date: ________

Motion: ______________________________________________

_______________________________________

_______________________________________

_______________________________________

_______________________________________

_______________________________________

_______________________________________

Vote: __ Approved  __ Not Approved  __ Postponed
Secretary’s Job Description taken from the Bylaws

SECTION 2.
[Where there is but one secretary, Sections 4 and 5 should be combined and the subsequent sections renumbered.]

The recording secretary shall:

a. Keep an accurate record of the proceedings of all meetings of the association and the executive board in a bound book which is the legal record of this association.

b. Be prepared to refer to minutes of previous meetings.

c. Prepare a list of all unfinished business for the use of the president.

d. With the president, sign all authorizations for payment authorizing the expenditure of funds following approval by the association or executive board in accordance with these bylaws. (See Check Request System: Payment Authorization (5.7.1), Finance Section, California State PTA Toolkit.)

e. Record all expenditures in the minutes.

f. Keep a current list of the paid members of the association provided by the membership chairman.

g. Keep a current signed original set of the bylaws and standing rules.

h. Perform such other duties as may be delegated to the secretary.

SECTION 3.

The corresponding secretary shall:

i. Conduct all necessary correspondence of the association upon authorization of the president, executive board or association.

j. Notify officers of their election and chairmen of their appointments.

k. Send out notices of executive board meetings.
Job Description for Secretary

2327 L Street, Sacramento, CA 95816-5014

The recording secretary is elected by the association and is one of the three required officers for a PTA. The secretarial responsibilities may be assigned to one person or divided between a recording secretary and a corresponding secretary, as specified in the bylaws. If there is no corresponding secretary, the duties of the corresponding secretary may be combined with the duties of the recording secretary, in accordance with the bylaws. In addition to the bylaws, the duties of a secretary are discussed in the California State PTA Toolkit and Robert’s Rules of Order Newly Revised.

Responsibilities

- Attend PTA-sponsored workshops or trainings.
- Obtain the secretary’s record book, which contains the minutes from previous executive board and general association meetings. Also obtain the procedure book which contains the master set of the bylaws, list of members and other 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 and the original copy of the minutes is known as the master copy.
- Minutes are entered into a bound book. Minutes may be handwritten in permanent ink, typed, or computer generated. The original copy must be bound. Minutes contain a record of action taken by the group, with action recorded in the order it took place. Personal opinion and discussion are not included.
- 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, copies of agendas, motion forms, 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.
  - Copies of the association minutes may be prepared for each member to expedite the meeting, or association minutes may be published in the association newsletter. When the newsletter is distributed to the school community, only a summary of action is printed.
  - With approval of the association, reading of the minutes may be postponed to a succeeding meeting, or a committee may be appointed by the president to read the minutes and report.
  - Minutes are not to be posted on any website; however, a summary of association minutes is appropriate.
- 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 ink pen and notes the correction in the margin. Corrections must be dated and initialed. Only the group that held the meeting for which minutes were taken (executive committee, executive board, association) may correct them.

• 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, with the president, authorizations for payment after the association votes to pay a bill. Record all expenditures in the minutes.

• Enter all amendments to the bylaws in the minutes, at the meeting at which 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).

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**SAMPLE SUMMARY OF ASSOCIATION MEETING**

**PHOEBE APPERSON**  HEARST ELEMENTARY SCHOOL

**JULY 1, 2011**

**RECOGNITIONS ~**

- Selena Sloan Butler was recognized for her efforts in parent involvement.

**REPORTS ~**

Committee reports were given by the Bake Sale, Hospitality, Membership, and Ways and Means.

**CONSENT ITEMS ~**

Consideration and approval of:

- A field trip to the Natural History Museum for Grades 4-5.
- Science Camp for Grades 4-5 in Sacramento, Calif.

**ACTION ITEMS ~**

Consideration and approval of:

- 2011-12 proposed budget
- 2011-12 fundraising project with ABC Giftwrap, Inc., to raise funds for Science Camp.
- 2011-12 fundraising project to provide a guest speaker regarding parent involvement.

**PLANNING ITEMS ~**

- Discussion regarding implementing the Reflections Art Program in September.
- Discussion regarding Red Ribbon Week in October.
• Minutes should contain:
  • Name of the association and kind of meeting (association, executive board, special);
  • Date, time and location of meeting;
  • Name and title of presiding officer (or pro tem);
  • Attendance list;
  • 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);
  • Record of each motion voted upon, the name of member who made the motion, and whether adopted or defeated (the name of the member who seconded the motion is not recorded); if counted vote requested, record if a quorum or majority was needed and the number for and against the motion; if a two/thirds vote was required; i.e., for bylaws changes, it must be noted after the outcome of the motion;
  • 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; and
  • Signature of secretary, using own given name and date approved.

Corresponding Secretary
Responsibilities of the corresponding secretary are defined in the bylaws and include other related duties that the president or executive board may assign.

Responsibilities
• Send notices of meetings to executive board members and/or association members, as directed.
• Read correspondence at executive board and association meetings, as requested by the president.
• Check with the president about letters to be written immediately after the meeting. Some letters will be written for the president to sign and will contain specific wording, as directed by executive board or association action.
• Other letters will be written and signed by the corresponding secretary following general instructions.
• Write authorized letters promptly.
• Be accurate – check names and titles carefully.
• Give precise information, with exact copy of recommendations, resolutions or motions and reasons for action taken.
• Refer to any one of many reference books on writing business letters for suggestions as to form and style.
• Keep file of all letters received and copies of replies written.
  • Important correspondence should be passed along to successor or placed with the official records of the unit.
• Unless the bylaws specify otherwise, notify officers and committee members of their election or appointment.

Council Secretary
In addition to the duties listed for the PTA secretary, the council secretary shall:
• Maintain a list of member units.
• Keep an accurate, concise, permanent record of the proceedings of all meetings of the executive committee and of the council.
• Have on hand for reference at each meeting a list of all unit representatives to the council and a membership list for each unit belonging to the council.
• Have available at each meeting motion forms/blanks.
• Plan and present PTA secretary training for member units.

COUNCIL CORRESPONDING SECRETARY
In addition to the responsibilities listed for the PTA corresponding secretary, the council corresponding secretary shall:
• Send notices to unit representatives and council board members, as directed.
• Notify officers and committee members of their election or appointment unless the bylaws specify otherwise.
• Plan and present PTA corresponding secretary training for member units.

District PTA Secretary
In addition to the duties listed for the council secretary, the district PTA secretary shall:
• Maintain and have on hand for reference at each meeting a list of member units and councils.
• Keep an accurate, concise, permanent record of the proceedings of all meetings of the executive committee.

DISTRICT PTA CORRESPONDING SECRETARY
In addition to the responsibilities listed for the council corresponding secretary, the district PTA corresponding secretary shall:
• Notify officers and committee members of their election or appointment unless the bylaws specify otherwise.

RESOURCES
PTA Management, Chapter 2, California State PTA Toolkit
Quick-Reference Guide, National PTA
Robert’s Rules of Order Newly Revised
FOR REFERENCE

Council/District PTA Secretary

______________________________________________________________

Name

(_______)

______________________________________________________________

Telephone

______________________________________________________________

Address

______________________________________________________________

City/Zip

Dates of PTA Workshops/Training


01/2011