

RESPONSIBILITIES OF A SECRETARY

- Keep an accurate record of each meeting.
- Have extra copies of agendas and motion forms
- Retain all **master copies of the minutes***
- Keep an up-to-date list of all PTA members.
- Keep original version of the current bylaws with amendments properly entered and a current copy of the standing rules.
- Keep a record of all committees and their members.
- Provide a list of pending and potential business for the president or chairman before the meeting.
- Handle correspondence (unless there is a corresponding secretary).
- Other duties as assigned by the president or organization.
- Retain all materials, contracts, motions, etc., until the end of the term.
- At transition meeting review materials with the incoming secretary, explain use or discard if no longer needed.
- Sign all authorizations for payment upon approval of association or executive board.

SECRETARY'S RECORDS

The records of the secretary should include:

- Copies of the previous minutes
- Copies of agendas
- The bylaws and standing rules
- Current membership list (includes date member joined)
- List of officers and committees
- Copies of current reports

WHAT SHOULD THE SECRETARY TAKE TO A MEETING?

The secretary should bring to each meeting:

- Two years minutes (for reference)
- Copies of agendas
- Current bylaws and standing rules
- Current membership list
- Roster of elected board and appointed chairmen.
- Current reports
- Paper for ballots
- File or correspondence received and responses (if there is no corresponding secretary)
- Motion blanks
- Notepad (to write down anything that the president might need after the meeting)
- File to hold copies of motions, reports, materials distributed by the group

Supplies which include pens, pencils, paper clips, stapler, post-it notes, tape, scissors, and anything else required for the meeting

* **Master copy of the minutes** is the official copy that is signed, dated for approval, and corrected as necessary, and filed in a bound secretary book. This is a copy used for purposes of auditing the PTA books.