

Welcome to the Recording Secretary's Training Workshop!

Whether you are a seasoned pro or new to the job, my goal is for you to be better prepared after this workshop.

Note: There's a lot of information contained in this resource packet, please continue to review it and reach out with any questions.

Tips:

- I record the minutes in a spiral one subject notebook—no lost pages
- Ask for two copies of everything—reports, agendas, flyers, etc. One set is for the permanent record (pages are bound in a book or pasted into a recording secretary's book) and the other set is kept in a binder.
- Get people in the habit of using motion slips
- Store the permanent record papers in an accordion file by month (until bound).
- Have your president email you a copy of the agenda
- Set up templates—one for board meetings and one for association meetings.
- Keep a "recording secretary's kit" with you—zippered pencil pouch filled with the following: post its (both small and a bright/pastel one), mini stapler and staples, scissors, permanent marker, pens (be sure to have a red pen), rubber bands, paper clips, scotch tape and blue painter's tape.

Resource packet (also posted on the TCPTA website) www.torrancecouncilofptas.org

1. Ready, Steady, Go!
2. Tips for a PTA Recording Secretary as of June 2019
3. Sample PTA/PTSA Minutes
4. The President's PTA/PTSA Agenda, the Meeting & the Minutes
5. All About Motions
6. Model Script for Financial Reports
7. FAQs for Recording Secretaries

2019-2020 TCPTA Recording Secretary

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Wishing you much success!

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