

## Thirty-Third District



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## READY, STEADY, GO!

Welcome to one of the three essential positions in PTA. Think of this handout packet as your reference booklet to consult when questions come up—your questions or something someone else asks you. Let's get you set up, then guide you through the first meeting, and then your first set of minutes. Then you can follow the suggestions about what to do next.

### Before the first meeting:

- Assemble your dedicated grab and go bag (See **Tips—What you take to a meeting**) If you don't yet have everything for the binder, don't worry.
- Get the minutes from the last meeting from your predecessor and make copies (ask your president how many to make)
- Take a quick look at the **Sample Minutes** to see what you'll want to write down during the meeting
- Make a sign-in sheet

### When you get to the first meeting:

- Set out the copies of the minutes (keep two for yourself) and the sign-in sheet
- Get copies of the agenda, all financial reports, other reports, and flyers

### What do you write down at the meeting?

- The time the meeting started and ended
- Formal changes to the agenda that are announced
- Corrections to the minutes (if any)
- Notes for each agenda item
- For each motion that is made, write down the first and last name of the person making the motion, the exact words of the motion, that the motion was seconded, and if it was adopted or not adopted. Write down discussion topics.
- Write down the time the meeting ended.

### Writing up your first set of minutes

- Write up the minutes as soon as possible, using the **Sample Minutes** as a template (format and language especially for motions)
- When you have finished, email the draft to your president for review, then print it out and don't change it ever again on the computer

### Congratulations on getting through the first meeting and minutes. Now what?

- Use the first few pages of the **Tips** section to construct your binder and to review the sections on what to do during and after each meeting
- Take a look at the section on **Motions** which should seem less intimidating now.
- Take a look at the FAQ section on when you can correct the minutes.
- The FAQ section will always be useful to see if anything it covers has come up.
- Plan to attend the Fall Training in October so you can ask questions and get reinforced.