



TCPTA Fall 2024 Recording Secretary Workshop

Objectives:

1. Identify the role and responsibilities of the recording secretary
2. Recognize what goes into the minutes and what does not belong in your minutes
3. Understand the importance of the minutes and record retention

Handouts

- Ready, Steady, Go!
- Sample Minutes
- Motions in a Nutshell
- Eight Steps to Making a Motion
- Motion Form (TCPTA)
- Model Script for Financial Reports

Additional resources

<https://www.torrancecouncilofptas.org/virtual-training>

Each unit has a TCPTA mentor. Ask your president for your mentor's information.

You or your president should be uploading your minutes monthly to docs@torrancecouncilofptas.org

Thank you for attending tonight's workshop!

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Please help us improve our workshops by taking the survey.

<https://forms.gle/WwC4rbAzp2SJD9jR6>

