

Local Unit Secretary Job Description

The secretary is responsible for keeping accurate records of proceedings of the association. The secretary does the following:

- Maintains an accurate record of PTA memberships as received from the membership chair or committee.
- Records all business transacted at each meeting of the association as well as meetings of the executive board, and presents the minutes for approval at the next meeting.
- Has on hand for reference at each meeting a copy of the local PTA's bylaws and standing rules; the agenda; the minutes of previous meetings, including treasurer's reports; a list of committees, including names of members of committees; and a list of the membership.
- In consultation with, and at the request of the president, may prepare in advance of each meeting a complete agenda, showing the order in which business should come before the group.
- Reads or distributes printed copies of the minutes of any previous meeting.
- Calls the meeting to order in the absence of the president and vice president, unless the bylaws specify otherwise, and presides until a chair *pro tempore* is elected.
- Counts a rising vote when requested by the presiding officer.
- Acts as custodian of all records, except those specifically assigned to others, and promptly delivers all records to successor.
- Furnishes delegates with convention credentials.

The secretary also assumes these additional duties if the bylaws do not provide for a separate correspondence secretary:

- Conducts the correspondence of the association.
- Notifies officers, committee members, and delegates of their election, and promptly sends to the state PTA office the names and addresses of newly elected officers and those officers serving a second term.
- Sends out notices of executive board and other meetings.

Minutes

Minutes should contain records of all action taken by the group, including the exact wording of every motion, the name of the member who introduced the motion, and the actions taken on the motion. The secretary or chair should request the maker of a motion to put it in writing if the motion is long or involved. The minutes should be as brief as possible and should be reported in the order in which the business is presented at the meeting. The action taken by the association, not what is said by the members, should be recorded. The minutes should be entered in an official minutes book and the pages numbered. Minutes of the previous meeting can be read or distributed for approval at the opening of each meeting, or three people can be appointed to review and approve the minutes. The words "approved" or "approved as corrected" and the date of approval should be written at the end of the minutes of each meeting. The minutes are signed by the secretary.