

WELCOME AND THANK YOU FOR JOINING US!



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Minutes Make the Meeting

The Role of the Secretary in PTA

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Secretary Humor



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Not This...



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This...



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Responsibilities for all Secretaries

- Attend training – YAY! You're here
- Gather materials from previous secretary
- Keep concise records

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Corresponding Secretary



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Corresponding Secretary Responsibilities

- Meeting notices
- Reading mail received
- Write letters authorized
- File letters/mail received

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Recording Secretary



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Bring to Every Meeting

- Bylaws
- Minutes from past meetings
- Red pen/pencil for corrections
- Membership list
- Paper for ballots



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Ask For

- Agenda in advance
- Motions in writing



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Motion Blank

Sunshine PTA

I move _____

Name

Date



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Minutes Include...

- Name of association, kind of meeting, date, time and place
- Name and title of presiding officer
- Attendance list



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Minutes Include...

- Disposition of minutes
- Statement of accounts and list of bills approved for payment
- Summaries of reports



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Minutes Include...

- All motions including name of maker and disposition
- Results of any elections
- Program notes



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Lastly, Minutes Include...

- Time of adjournment
- Signature of secretary and date approved



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Correcting Errors

- Susie King moved
Sunshine PTA purchase
a new microphone for
use at PTA meetings
using budget line
"reserve."
Adopted
- Sue 6/3/17



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Between Meetings

- Prepare minutes promptly.
- Share with president.
- Sign authorizations for payment.
- Call meeting to order.



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QUESTIONS?

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**THANK YOU FOR
ATTENDING!**

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