

Secretary's Quick Start Guide

Job Description

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

Duties at a Glance

- Maintain a procedure book (traditional or electronic)
- Complete a Plan of Work and submit for approval by the Local PTA board
- Be the keeper of the records
- Record in the minutes all business transacted at each meeting
- Notifies board members, as requested, to remind them of the meetings
- Assist the president in determining a quorum and maintain a roll call record
- Prepares a draft of the minutes for each meeting within two to five day of the meeting
- Act as corresponding secretary, reading communications at meetings and writing thank you notes, etc
- Assume the duties of the historian if one is not designated in the bylaws
- Advocate for PTA positions and current legislation
- Review and become familiar with bylaws and standing rules of the PTA
- Attend Texas PTA Leader Orientation
- Take advantage of training from Council, Area, Texas and National PTA
- Become familiar with the National and Texas PTA resources

Important Dates

June	National PTA Convention
July	Summer Leadership Seminar
July	Annual Convention held in conjunction with Summer Leadership Seminar (Odd-numbered years)
October 15	Fall Membership Reporting
February	Rally Day at the Capitol (Odd-numbered years)
February	Texas PTA Family Engagement Conference and Annual Convention (Even-numbered years)
March 15	Spring Membership Reporting

Resources

Texas PTA Secretary Resource Guide	Available for purchase or free download at www.txpta.org
Texas PTA website	www.txpta.org
National PTA website	www.pta.org
Roberts Rules of Order	Available for purchase through the PTA Online Store at http://store.txpta.org/

Contacts:

Texas PTA	1-800-TALK-PTA
Texas PTA Secretary	secretary@txpta.org

