

Secretary

Job Description

Position Summary

The secretary is responsible for keeping accurate records of the proceedings of the association. Qualifications are promptness, accuracy and a thorough knowledge of the PTA Purposes, bylaws, policies and methods; an understanding of parliamentary law; and a sincere desire to help the president conduct a businesslike meeting.

Essential Functions

- Record in the minutes all business transacted at each meeting of the membership as well as meetings of the board.
- Sit close to the president, rising to read the minutes or when making the board report.
- Notifies board members, as requested, by telephone, fax, electronic mail or mail to remind them of the meetings.
- Assist the president in establishing a quorum and maintain a roll call record. At board meetings, the general method of roll call is by voice. At membership meetings, the general method is to have the members sign in or use membership/ credential cards.
- Present a report, when requested, of the board meeting, its actions and recommendations, at the next meeting. When recommendations are contained in the report, move the adoption of each recommendation.
- Assist in counting a standing vote when requested by the president.
- Prepare for the board and/or membership, a draft of the minutes of a meeting within two to five days after each meeting.
- Submit annual Plan of Work
- Write thank you, sympathy and sunshine notes, as needed/requested.
- Maintain the following:
 - Minutes record books
 - Standing rules (if adopted)
 - List of the items purchased for PTA and for the school by PTA
 - Up-to-date accounts on: storage rental unit, bulk/non-profit mailing license, Texas PTA annual membership,

Requirements

Must be accurate, dependable and prompt, with proficient writing skills. Maintain a thorough knowledge of PTA Purposes, bylaws, policies and methods. Approximate time commitment: 6 hours monthly (attendance at meetings and minute composition)