

RESPONSIBILITIES OF THE SECRETARY

1. Records all business transacted at each meeting of the association, as well as the meetings of the executive committee/board. The written minutes are presented for approval at the next meeting. A tape recorder may be used during meetings to back up written notes.
2. Has on hand, for reference at each meeting, a copy of the unit bylaws, standing rules, and budget; the minutes of the previous meetings, including treasurer's reports; a list of committees and names of committee members; a list of the membership; and a copy of Robert's Rules of Order.
3. Prepares in advance, with the president, a complete agenda of the meeting showing the order in which business should come before the group.
4. Reads or distributes printed copies of the minutes of the previous meetings.
5. Calls the meeting to order in the absence of the president and vice president, unless the bylaws specify otherwise, and presides until a chairman pro tempore is elected.
6. Counts a rising vote when requested by the presiding officer.
7. Assists the president in the functioning of the unit and the orderly conduct of meetings.
8. Acts as custodian of all records, except those specifically assigned to others.
9. If the association does not have a parliamentarian, that role becomes the secretary's.
10. Conducts the correspondence of the association.
11. Sends out notices of executive board and other meetings.
12. Asks for written reports from committee chairs.
13. Prepares a summary of unfinished business for the president.
14. Sends names, addresses, phone numbers and email addresses of newly-elected president and treasurer to the State PTA office and PTA Council as soon as they are elected.
15. Maintains all minutes, meeting attendance, agendas, bylaws and standing rules, budget and financial reports, and membership and committee rosters in an orderly fashion for the permanent record.