

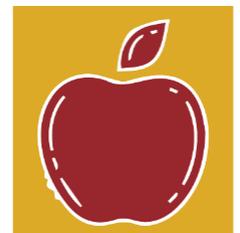
# RESPONSIBILITIES OF THE SECRETARY

- Register as a PTA Leader at <https://LouisianaPTA.org/submit-officer-data-1>.
- Work with the outgoing Secretary to review your responsibilities and the PTA's practices.
- Provide guidance to incoming Board members on best practices for your PTA.
- Sign the Louisiana PTA (LAPTA) Confidentiality, Ethics, and Conflict of Interest Policy.
- Ensure all members of the Board have completed LAPTA Training and signed the PTA Confidentiality, Ethics, and Conflict of Interest Policy.
- Review annually the Records Retention Policy.
- Keep accurate records of the proceedings of the PTA and complete records of members and leaders.
- Send communications on behalf of the Board.
- Participate with full rights of a Board member, make motions, nominate candidates, enter discussions, and vote.
- Prepares order of business, if asked by the President, on all pending matters known in advance.
- Record in the minutes all business transacted at each meeting of the General Membership and Board.
- Sit close to the President and stand to read the minutes or when making the Board report.
- Assist the President in establishing a quorum and maintain a roster record. See a sample Roster Sign-In Sheet at the end of this section.
- Assist in counting a verbal vote when requested by the President.
- Call the meeting to order in the absence of the President and Vice-President(s) and preside until a temporary chair is elected by the membership.
- Prepare a draft of the minutes of a meeting within five days after each meeting for the President.
- Assume the duties of the historian if one is not designated in the Bylaws. Collect and preserve documents relating to the history of the PTA. Present a written report to the membership as the official history to be adopted at the annual meeting (optional).
- Maintain all minutes, records, reports, procedure book, and other pertinent materials.
- Maintain records in compliance with the PTA's Records Retention Policy.
- Study all references to duties in the PTA Bylaws, policies, and Standing Rules.
- Ensure your local PTA meets all requirements of Active Affiliation with LAPTA. If not, follow up on what is missing.
- Keep on permanent file the PTA Employer Identification Number (EIN) as assigned by the IRS.
- Notify Board members, as requested, of all called meetings.
- Present a report of the Board meeting's actions and recommendations at the next meeting.
- Coordinate with the membership chair to report member totals and amount of dues submitted to Louisiana PTA.

Local PTA Units may have one Secretary perform all duties of the office or have a Corresponding Secretary and Recording Secretary share duties. Below are how the duties might be divided.

## The Corresponding Secretary

- Manages all correspondence promptly and accurately.
- Writes letters for the President as directed by the Board or PTA.
- Gives information with copies of recommendations, resolutions, motions, and reasons for any action taken.
- Keeps copies of all letters received and replies written.
- Notifies members of their election to office.
- Notifies officers and committee chairs of meetings.
- Reads correspondence aloud, summarized, or passed around for all to read.



## Recording Secretary

- Prior to each meeting, if requested and at the consultation of the President, the Secretary prepares a complete agenda. An agenda shows the order in which business should come before the group.
- Maintains roster record for meetings.
- Assists the President in determining if a quorum is present.
- The Secretary should have the following available at all meetings:
  - Minute book (bound journal with numbered pages)
  - Agenda
  - Most current and approved Bylaws and Standing Rules
  - PTA Calendar
  - Minutes of previous meetings
  - List of Standing and Special Committees and their members' names
  - Membership list (A list of Board members is needed for Board meetings. A list of all members is needed for General Membership meetings. The membership list is maintained by the Membership Chair.)
  - Copy of Robert's Rules of Order, Newly Revised, if possible
  - Blank paper for ballots
  - Motion Forms (See end of this section.)
- Calls the meeting to order in the absence of the President and Vice-President, unless the Bylaws state otherwise, and presides until election of a *chair pro tem*.
- Accurately records all business transacted at each meeting of the PTA, which includes General Membership, Board of Directors, and Executive Committee meetings.
- Distributes the appropriate minutes for each meeting type. Board of Director meeting minutes are read and distributed only at Board meetings. General Membership meeting minutes are read and distributed only at General Membership meetings.
- Stands and reads the minutes at all meetings.
- Acts as custodian of all records except those specifically assigned to others.
- Makes minutes and records available upon the request of a member. The records of the Secretary are open for the inspection of any member. However, records must not be released from the custody of the Secretary except upon written order of the President.
- Attends all training offered.
- Perform other delegated duties as assigned such as those of a corresponding Secretary.
- Counts a rising vote when requested by the presiding officer.

