



## SECRETARY'S BINDER

Create a Secretary's Binder using the previous Secretary's Binder or start a new one. Suggested sections:

Tab 1: Summary of PTA accounts and passwords and the Board roster.

Tab 2: LPTA Toolkit: Secretary, plus sections 1, 5, 9, and 10 (at minimum)

Tab 3: Membership: spreadsheets, reports, notes, email campaigns, Welcome Packet, etc.

Tab 4: Agendas, Minutes, meeting rosters, committee reports from meetings

Tab 5: Copies of Deposit Forms and Expense Forms (optional)

Tab 6: Charter Info (filed IRS taxes, Bylaws, Standing Rules, Secretary of State Annual Report, insurance policy, past audit reports)

Tab 7: Other