

# 2024–25 PTA Leader



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## Section 4: Secretary

[LouisianaPTA.org/secretary](https://LouisianaPTA.org/secretary)

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## VOLUNTEER FOR ADVENTURE

The 2024-25 theme for Louisiana PTA is “Join the PTA Adventure” which points to the fun side of PTA, the direction of your PTA’s work, and emphasizes joining as a member. How can you keep PTA fun for yourself and others? What direction is your PTA headed? Have you planned for the PTA’s future? What does your PTA adventure look like? The philanthropic work of PTA is a huge personal opportunity to give to others and to positively impact the lives of children to help them reach their potential!

The Louisiana PTA Board is planning its future, and we see YOU in it. There are Board positions that don’t take much time or that can use your gifts and talents to the fullest. If you’d like to increase your impact on children through PTA work at the state level, please contact LAPTA. We all do it because it’s enjoyable, and you are part of our future plan! Email [President@LouisianaPTA.org](mailto:President@LouisianaPTA.org) to talk about how you might fit in.

## IMPORTANCE OF THE SECRETARY

The role of Secretary holds paramount importance within a Local PTA Board, constituting one of just two legally mandated positions in the state of Louisiana, the other being the President. The Secretary bears the crucial responsibility of meticulously documenting the proceedings of the PTA, maintaining comprehensive records for both members and leaders, and disseminating communications on behalf of the Board. These records, diligently kept by the Secretary, serve as the historical archive of the PTA.

Never underestimate the significance of the role of Secretary with phrases like "I'm just the Secretary." A proficient Secretary is characterized by qualities such as promptness, accuracy, and reliability, alongside a deep understanding of the PTA's objectives, Bylaws, Standing Rules, policies, and methodologies. This guide outlines the duties and responsibilities expected of an effective Secretary.

## SECRETARY’S BINDER

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

1. Summary of PTA accounts and passwords and the Board roster.
2. Agendas, Minutes, meeting rosters, committee reports from meetings. This can be divided by month.
3. Charter Info (IRS taxes, Bylaws, Standing Rules, Secretary of State Annual Report, insurance policy, audit reports).
4. Membership: spreadsheets, reports, notes, email campaigns, Welcome Packet, etc.
5. Correspondence
6. LAPTA Toolkit: Secretary, plus other relevant sections.
7. Other

# **2024–25 LAPTA CALENDAR (Subject to Change)**

Visit [LouisianaPTA.org/calendar](https://LouisianaPTA.org/calendar) for the latest version of the calendar.

## **July 2024**

July 1 Elected position terms begin  
July 15 Annually submit officer and Board contact information at [LouisianaPTA.org/register](https://LouisianaPTA.org/register)

## **August 2024**

August 1 Submit complete officer and Board contact information at [LouisianaPTA.org/register](https://LouisianaPTA.org/register)  
August 15 Reflections Program opens. See [LouisianaPTA.org/reflections](https://LouisianaPTA.org/reflections).  
August 12 Start working on Active Affiliation Report. See [LouisianaPTA.org/affiliation](https://LouisianaPTA.org/affiliation).  
August 17 LAPTA Leadership Training in Mandeville  
August 24 LAPTA Leadership Training in Shreveport  
August 27 Reflections Program Training Zoom Meeting at 12:00 pm and 7:00 pm  
August 31 Submit new membership dues at [LouisianaPTA.org/membership](https://LouisianaPTA.org/membership).

## **September 2024**

September Multiple Zoom training classes will be offered. See the schedule at [LouisianaPTA.org/training](https://LouisianaPTA.org/training).  
September 1 Review [PTA.org](https://PTA.org) and [LouisianaPTA.org/grants](https://LouisianaPTA.org/grants) for available grants and their deadlines  
September 30 Submit new membership dues at [LouisianaPTA.org/membership](https://LouisianaPTA.org/membership).

## **October 2024**

October 6–13 National Fire Prevention Week  
October 15 Deadline for National PTA School of Excellence submissions  
October 18 Fire Safety Poster Contest deadline to submit entries to LAPTA. See [LouisianaPTA.org/contest](https://LouisianaPTA.org/contest).  
October 23–31 National Red Ribbon Week  
October 25 LAPTA Fire Safety Poster Contest winners announced  
October 31 Submit new membership dues at [LouisianaPTA.org/membership](https://LouisianaPTA.org/membership).  
**October 31 Deadline for Active Affiliation Report. See [LouisianaPTA.org/affiliation](https://LouisianaPTA.org/affiliation).**

## **November 2024**

November 1 Visit [PTA.org/home/programs/family-reading](https://PTA.org/home/programs/family-reading) and plan a Family Reading Experience event.  
November 5 Election Day – Advocate for all children by voting  
November 11 Veterans Day  
November 18 Reflections Theme Contest Submission deadline. See [LouisianaPTA.org/reflections](https://LouisianaPTA.org/reflections).  
November 22 LAPTA Literacy Grant deadline. See [LouisianaPTA.org/grants](https://LouisianaPTA.org/grants).  
November 28 Thanksgiving Day  
November 30 Submit new membership dues at [LouisianaPTA.org/membership](https://LouisianaPTA.org/membership).

## **December 2024**

December 2 LAPTA Literacy Grant winners and LAPTA Reflections Theme Search winners announced.  
December 7 Election Day – Advocate for all children by voting  
December 31 Submit new membership dues at [LouisianaPTA.org/membership](https://LouisianaPTA.org/membership).

## **January 2025**

January 19 Reflections Submission Deadline to LAPTA  
January 31 Submit new membership dues at [LouisianaPTA.org/membership](https://LouisianaPTA.org/membership).

## **February 2025**

February 9 Louisiana PTA's 102nd Birthday (1923)  
February 17 National PTA Founders' Day  
February 28 Submit new membership dues at [LouisianaPTA.org/membership](https://LouisianaPTA.org/membership).

**March 2025**

March TBA National PTA Legislative Convention (LegCon)  
March 2 Read Across America Day ([NEA.org](http://NEA.org))  
March 3 LAPTA Reflections Program winners announced.  
March 4 Mardi Gras  
March 29 Election Day (Municipal Primary) – Advocate for all children by voting  
March 31 Deadline for Volunteer of the Year Award, Mentor-a-PTA Award, Advocacy Award, Outstanding Newsletter Award, Creative Teacher Grant, Day of Service Grant, and Healthy Minds Grant  
March 31 Submit new membership dues at [LouisianaPTA.org/membership](http://LouisianaPTA.org/membership).

**April 2025**

April TBA LAPTA Recognition of Award, Contest, and Grant Winners  
April Transition time and planning for the year ahead  
April 14 Winners announced for Volunteer of the Year Award, Mentor-a-PTA Award, Advocacy Award, Outstanding Newsletter Award, Creative Teacher Grant, Day of Service Grant, and Healthy Minds Grant  
April 20 Easter Sunday  
April 30 Submit officer data at [LouisianaPTA.org/register](http://LouisianaPTA.org/register).  
April 30 Submit new membership dues at [LouisianaPTA.org/membership](http://LouisianaPTA.org/membership).

**May 2025**

May Transition time and planning for the year ahead  
May 1 LAPTA Healthy Minds Grant Winners Announced  
May 5-9 Teacher Appreciation Week  
May 31 Submit new officer data at [LouisianaPTA.org/register](http://LouisianaPTA.org/register).  
May 31 Submit new membership dues at [LouisianaPTA.org/membership](http://LouisianaPTA.org/membership).

**June 2025**

June 1 Search “Summer Learning Programs” at [PTA.org](http://PTA.org) and publicize in the local community.  
June 19-23 Join LAPTA at the National PTA Convention in Pittsburgh, PA  
June 30 Submit new officer data for 2025-26 at [LouisianaPTA.org/register](http://LouisianaPTA.org/register).



# RESPONSIBILITIES OF THE SECRETARY

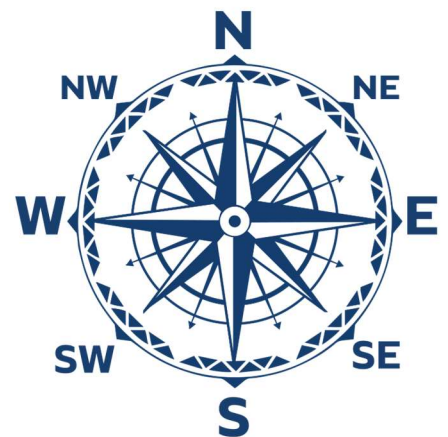
- Register annually as a PTA Leader at [LouisianaPTA.org/register](https://LouisianaPTA.org/register).
- Work with the outgoing Secretary to review the responsibilities and the PTA's practices.
- Provide guidance to incoming Board Members on best practices for the PTA.
- Ensure all Board Members signed the LAPTA Confidentiality, Ethics, and Conflict of Interest Policy.
- Ensure all Board Members completed LAPTA Training. This is required for elected officers.
- Review and follow 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 as a Board Member, make motions, nominate candidates, enter discussions, and vote.
- Prepares the meeting agenda, if asked by the President.
- Record all business transacted at all Executive Committee, Board, and General Membership meetings in the minutes.
- Sit close to the President and stand to read the minutes or when making the Board report.
- Assist the President in establishing a quorum. See a sample Roster Sign-In Sheet at the end of this section.
- Coordinate with the membership chair to have a current membership roster.
- 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 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 on the Board. 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.
- Study all references to duties in the PTA Bylaws and Standing Rules.
- Ensure the local PTA meets all requirements of Active Affiliation with LAPTA. See [LouisianaPTA.org/affiliation](https://LouisianaPTA.org/affiliation).
- Keep on permanent file the PTA Employer Identification Number (EIN) as assigned by the IRS.
- Notify Board Members, as requested, of all meetings.
- Present a report of the Board meeting's actions and recommendations at the next meeting.

## DIVIDING RESPONSIBILITIES

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, prepares a complete agenda. An agenda shows the order in which business should come before the group.

- Maintains and retains the roster record for meetings.
- Assists the President in determining if a quorum is present.
- 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 Directors 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.
- Performs other delegated duties as assigned such as those of a corresponding Secretary.
- Counts a rising vote when requested by the presiding officer.
- The Recording Secretary should have the following available at all meetings: minute book (bound journal with numbered pages), agenda, approved Bylaws and Standing Rules, PTA calendar, minutes of previous meetings, Board roster, membership list, blank paper for ballots, Motion Forms, and a copy of Robert's Rules of Order, Newly Revised.

## HISTORIAN

The role of a historian within the PTA is an optional position. In the absence of a designated historian, these responsibilities fall under the purview of the Secretary. Some PTAs maintain a tradition of creating a historical record, such as a history book or scrapbook, which encompasses all activities sponsored by the PTA and includes the Historian Report. This archival book should be stored conveniently, such as in the school library or office. In instances where this tradition is upheld, the historian typically holds a distinct role rather than it being part of the Secretary's responsibilities.

The historian maintains a comprehensive record of the PTA's endeavors and accomplishments. This repository of historical information is readily accessible upon request by the members. The formal written report by the historian serves as the official historical account. It is presented and ratified at the annual membership meeting and subsequently archived with the meeting minutes. This report encapsulates a summary of all the PTA's undertakings during the fiscal year. The Historian Report encompasses the following key components:

- A roster of the Board Members, including details of their election or appointment dates.
- Comprehensive documentation of all Board meetings and membership gatherings, along with highlights of significant matters discussed and presented to the membership.
- An overview of the PTA's events and activities held throughout the year, featuring concise descriptions of each training session, event, or activity attended by Board Members.

**LOUISIANA PTA**  
*Established 1923*

# MINUTES

The official record of all meetings, known as the minutes, serves as the enduring repository of the PTA's proceedings. Given their potential use as legal documents during litigation, it is of paramount importance that they are meticulously and objectively documented, then conscientiously transcribed into a final form. Although the Secretary bears the primary responsibility for recording, preparing, and preserving the minutes, it is incumbent upon every member to review them diligently. It is worth emphasizing that if an event or action is not documented in the minutes, it is as if it never occurred.

Minutes should not be mistaken for a mere report; they are, in fact, a comprehensive record of the PTA's business. Their role is to safeguard the PTA and its members by chronicling actions taken rather than delving into verbal exchanges or personal opinions. In the minutes, you will find an exhaustive account of all group actions, including the precise wording of motions, the names of their proposers, and the outcomes of these motions. The composition of the minutes should strike a balance between completeness, conciseness, and accuracy, aiming for brevity while ensuring the inclusion of essential and precise details.

These minutes should be handwritten in black or blue ink, then endorsed by the Secretary within a bound journal featuring numbered pages to prevent any potential tampering or removal of pages. The Secretary may also utilize a computer and type the minutes during the meeting rather than hand write them into a journal. Each entry in the minutes should specify the date, location, time, meeting type, and the names of the presiding officer and Secretary, or their alternates if applicable. During the meeting, the Secretary should adhere to the agenda's format and organization, taking notes exclusively on factual information and motions, with personal opinions and discussions omitted. At the meeting's conclusion, the Secretary's signature finalizes the minutes.

When tasked with recording the minutes of a meeting, make sure to have extra pens, a bound journal designated for minutes or a computer, and blank Motion Forms (located at the end of this section) at your disposal. Arrive at the meeting venue ahead of time to ensure that all necessary materials are prepared. Also, have a copy of the meeting agenda, the sign-in sheet for attendees, any relevant reports, financial statements, and documents that may be referenced during the meeting. In the event that the Secretary is absent, a secretary pro tem may be appointed for that meeting.

The most challenging aspect of minute-taking involves determining what information should be transcribed verbatim, what can be paraphrased, and what is not essential for the official record. Minutes should be succinct, factual, and impartial accounts of the meeting proceedings. Therefore, it is important to avoid letting personal preferences influence notetaking. Distinguishing between various opinions and facts can be challenging. Aim to impartially document the proceedings. As the recorder, listen attentively and don't hesitate to seek clarification and ask questions from the President or Chair if necessary.

All meetings may be recorded (either through audio or video) by one Board Member, preferably the Secretary, with the sole purpose of accurately documenting the business conducted during the meeting. It is essential to inform all attendees at the outset that the meeting will be recorded, and anyone can request a pause in the recording during discussions. All recordings should be deleted once the minutes have been compiled.

**Courtesy Seat:** Only individuals included in the meeting agenda are authorized to address the assembly. However, a "Courtesy Seat" privilege may be granted to a non-Board Member visiting the meeting. The meeting minutes will include a notation such as: "A courtesy seat was granted to Officer Brown who discussed traffic dismissal concerns."

During a formal vote, the method and tally of votes for each side should be documented. The Secretary should have blank sheets of paper available for secret ballot voting and assist in the vote count when requested. Reports from officers, standing committees, and special committees may be appended to the minutes to avoid duplicating information. The Secretary can provide a concise summary of the activities, and any motions arising from the reports must be included in the minutes. An example of a Tellers Report for voting can be found in the LPTA Toolkit: Elections and Nominating Committee.

At the end of a meeting, a motion to adjourn is only necessary if all items on the agenda were not covered.



# CONTENT OF MINUTES

- **Heading:** Kind of meeting (General Membership, Board of Directors, Special, etc); PTA name; date; location
- **Call to Order** by \_\_\_\_\_(name) at \_\_\_\_\_(time)
- **Opening:** optional such as stating the PTA Mission and why we PTA; note what it was and who did it.
- **Attendance:** Names of members present (usually in meetings with 20 or fewer members) may be included or attach a sign-in sheet; quorum was or was not established.
- **Secretary's Report:** Draft minutes from \_\_\_\_ (date) meeting were (read/distributed/emailed) and (approved as presented/approved with corrections) or the reading of the minutes was waived and approved as distributed.
- **Treasurer's Report:** State the bank name and account balance(s); attach the reconciliation report, budget report, reviewed and signed bank statement, and other details; a motion is not required to file the reports.
- **President's Report:** details
- **Principal's Report:** details
- **Committee Reports:** List the committees and their details
- **Unfinished Business:** details
- **New Business:** details
- **Announcements:** details
- **Adjournment:** The meeting adjourned at \_\_\_\_\_ am/pm.
- Secretary signs their full name and dates the minutes in both the journal and the final approved minutes.



**Draft Minutes:** Minutes shall be typed within five days of its meeting, which are called the “draft minutes.” To begin, have the agenda, bound journal, Secretary’s binder, any reports or documents distributed at the meeting, verbatim copies of motions, and Bylaws at hand. Use the same template for all minutes which can be in a narrative or outline form. Number the pages. Assemble all attachments for inclusion with the final copy. Minutes are written in the third person. It is good practice to present the President with a draft for an initial viewing.

**Approved Minutes:** At the next meeting of that body and after the call to order, opening, and establishment of a quorum, the Secretary immediately stands and reads the distributed draft minutes. By a majority vote without debate, the reading of the minutes may be waived and not read. The minutes can also be read later in the meeting. Upon completion, the Secretary asks, “**Are there are any corrections?**” Corrections are made in red ink by drawing a line through the information with the correction above or written in the margin. The minutes are either “approved as presented” or are “approved with corrections,” with the date of approval recorded, and the Secretary’s signature on the minutes. The Secretary or Chair closes by saying, “**The minutes are approved as read**” or “**The minutes are approved as corrected.**” A motion is not needed to approve the minutes. Once approved, the minutes become the official, recorded minutes.

**Correcting the Minutes:** Corrections are suggested without motion or vote. Be grateful for corrections to the minutes. At least someone was listening closely enough to detect an error. Minutes may be corrected whenever the error is noticed, regardless of the time that has elapsed. To correct minutes after they have been approved requires an affirmative two-thirds vote. Corrections are made in red ink by drawing a line through the information with the correction above or written in the margin and initialed by the Secretary.

The written minutes remain in the bound journal. All audio or video recordings must be discarded. A copy of digital minutes may be stored on a flash drive. Should minutes not be available for approval, then those minutes are approved at the next meeting. Past minutes are approved in date order. Minutes are read only to the body who created them. Unless password-protected, do not post on websites. Do not publish them in newsletters or post where nonmembers may access them.

**Minutes Committee:** It is permissible, if the meeting occurs less often than quarterly, to authorize a committee to approve the minutes on behalf of the assembly during the meeting. The annual LAPT A General Membership Meeting is a good example. It would be futile to get the minutes one year later. A script is in the President’s toolkit.

Nothing is ever erased once the minutes have been approved and signed. Any member has a right to examine the minutes of the General Membership Meetings, but this right must not be abused. The original minutes must not be released from the custody of the Secretary except upon the written order of the President. If a committee needs



records held by the Secretary, the Secretary provides a copy to the committee chair after consulting with the President.

**Distribution:** The Secretary should provide the President with a copy of the minutes within five days and well in advance of the next meeting. Minutes of Board meetings can be distributed by email to save time at meetings. General Membership Meeting minutes can be disbursed or posted on a bulletin board. If minutes have been previously distributed, they can be approved without reading and recorded as “approved as distributed.”

## MOTIONS

Motions are statements that describe a proposed action or decision. The process of making motions ensures that all decisions are fairly discussed and voted on. It is necessary to record motions verbatim, as well as the name of the individual who made them. There is an optional **Motion Form** at the end of this section to assist in recording motions properly. Record the name of the person who made the motion, whether there was a second (this second name is not needed), the date, the exact verbiage of the motion, verbal or ballot vote, and whether the motion passed or failed. When there are multiple motions in a meeting, keep the motions numbered and in order. If a motion is withdrawn, it is as though it never happened. Only record the final version of a motion.

When typing a motion in the minutes, indent it and use bold and all caps. Here is an example:

**A MOTION WAS MADE** by Kaionnia Snow and seconded to create a Nominating Committee of Cindy Allen, Ree Jones, and Tonya Lincoln. A verbal vote was taken. **MOTION PASSED.**

## ELECTIONS

When writing the minutes for election results, use the following sample template for an uncontested election: No nominations from the floor were submitted. A verbal vote was taken, and the slate of officers was accepted. The elected Board of Directors for 2024 ABC PTA is:

Abby Lincoln, President  
Jim Washington, Vice-President  
Kami Adams, Treasurer  
Ree Kennedy, Secretary

Include another paragraph listing the previous officers' names who will be removed from the account. Include names of those officers authorized to receive debit cards if the PTA chooses to do this. Caddo Parish does not allow this. See the Bylaws and the Elections and Nominating Committee Toolkit for further details on elections.

## RECORDS RETENTION

Digital and paper records are acceptable.

### **Permanent**

- Minutes
- Bylaws and Standing Rules
- PTA Charter
- Confidentiality, Ethics, and Conflict of Interest Policy
- Tax and Legal Correspondence
- Insurance Policies and Claims

### **7 Years**

- Contracts and leases
- Budgets adopted at meetings
- Financial Report
- Grant Agreements

### **3 Years**

- Bank statements
- Deposit Forms
- Expense Forms
- General correspondence

### **1 Year**

- Routine Emails

# COMMUNICATIONS AND SOCIAL MEDIA

**Communication Strategy:** When preparing to share content on social media, consider what information would be most beneficial for your members and which communication methods will be most efficient. To ensure inclusive outreach, utilize various communication channels, recognizing that not all communities have equal access to technology. Additionally, be mindful of cultural and language variations, translating materials as necessary. Local PTA Units are encouraged to establish an online presence via social media and other digital platforms.

**All PTA social media posts must adhere to principles of respect, truthfulness, discretion, and responsibility. These posts should remain non-commercial, non-sectarian, and non-partisan in line with PTA policies.**

The primary objective is to raise awareness, encourage participation, and boost PTA membership. Social media accounts must clearly include either "PTA/PTSA" or "Parent Teacher Association" to distinguish them from the school. Content must adhere to all school and school board rules, guidelines, and policies. The school's social media accounts may not include PTA in their name. The principal is responsible for the accuracy of school information and compliance with the State Education Code and school district policy, while the PTA president is responsible for the accuracy of PTA information and compliance with PTA policies.

**Social Media** platforms provide an interactive means for PTAs to connect with both current and potential members. Through these channels, PTAs can share information, photos, and videos to enhance membership, communication, fundraising, visibility, feedback collection, and networking. Use social media to educate, remind, and acknowledge members. Continuously monitor your platforms and provide credit to original content creators when drawing inspiration. When using ideas from others, include links to the source and the author's name and organization. Maintain professionalism and respect in both content and comments. Consistency with PTA brand guidelines across platforms is essential.

**Account Administrators:** PTA Executive Committee or Board Members must oversee social media accounts with a minimum of two administrators per account. The PTA retains authority over these accounts, and local PTA Units must maintain a cooperative relationship with their school principals, informing them of any online accounts. **At the end of the officers' terms, they must immediately turn over Social Media accounts to the new Board.**

Select PTA representatives willing and capable of creating high-quality basic social media posts. While constructive disagreements can stimulate ideas, refrain from personal attacks. Promptly address inappropriate messages or misuse of the PTA brand. Be prepared to respond to negative or inaccurate posts, when necessary, but remember that not all negative comments warrant a response.

Balancing personal and professional life on social media can be challenging. To avoid confusion, establish clear guidelines for volunteers, ensuring they understand expectations. When volunteers communicate on social media without representing the PTA, they should use a disclaimer to clarify that their statements reflect their own views. If an individual speaks on behalf of the PTA, this should also be clearly stated.

**Privacy and Permission:** PTAs should refrain from posting photographs or images of volunteers, families, children, etc., on social media without obtaining their explicit consent. Secure written consent forms at events or at the start of the school year, granting the rights to use and share pictures. Prioritize and exercise caution with child and family privacy. Avoid discussing situations on social media that could identify individuals. When sharing content from other sources, assume it is copyrighted and provide proper source citation or link to the original material. Ask the insurance company about additional coverage for Media Liability to address online liability issues.

- Adhere to PTA policies regarding noncommercial, nonpartisan, and nonsectarian content.
- Use the PTA logo in all communications and state when someone is speaking on behalf of the PTA.
- Create visually interesting communications with careful use of photographs, bullets, quotes, and graphics.
- Posts should be PTA-related such as flyers, events, grants, PTA and school deadlines, and other information valuable to PTA members. Keep the message brief and to the point with current information.
- Have at least two administrators for each. Have 2 or 3 people proofread before posting.
- Do not include photographs of or specific information about adults or students without written permission.
- Abide by copyright laws and republish articles and art in an ethical manner.

# SAMPLE AGENDA

## Madison High PTA Board Meeting

January 19, 2023

## AGENDA

Meeting called by Tera

### Executive Board Members:

President: Tera  
Treasurer: Carolyn

Vice-Presidents: Shelley & Beth  
Secretary: Stephanie

### Committee Board Members:

Membership: Katie  
Volunteer: Sandra  
Fundraising: Amy, Melanie, Christen  
Hospitality: Jenn, Amy, Elizabeth  
Room Mom: Kristy  
Reflections Program: Amy

Beautification: Bessy  
Newsletter: Angie, Doris  
Uniforms: Caroline  
Grants & Awards: Christie  
Teacher Rep: Erin, Sarah

- 
- Opening: The PTA Mission is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.....Tera
- Secretary's Report – Minutes.....Stephanie
- Treasurer's Report – Budget Review; Bank Balance: \$ ###,### .....Carolyn
- President's Report –.....Tera
- Library Movie Night; slime date; Bring-a-Buddy Breakfast; teacher treat day note
- Committee Reports
- Principal's Report ..... Mrs. Welch
  - Membership Committee.....Katie
  - Volunteer Committee.....Sandra
  - Fundraising .....Tera
  - Hospitality .....Jenn
  - Room Moms.....Kristie
  - Reflections.....Shelley
  - Art Parents .....Amy
  - Beautification.....Bessy
  - Library Committee.....Amy
  - Newsletter .....Angie
  - Uniforms .....Caroline
  - Grants & Awards.....Christie
  - Teacher Representative.....Sarah
- New Business
- Upcoming Flyers/Events .....Beth
- Old Business
- Important Dates
- |           |                          |        |                       |
|-----------|--------------------------|--------|-----------------------|
| Jan 23-26 | Bring-a-Buddy Breakfasts | Feb 21 | Board Meeting at 9:30 |
| Jan 31    | Dominos Night            | Mar 21 | Board Meeting at 1:30 |
- Adjournment.....Tera

# SAMPLE MINUTES

## ABC PTA Board of Directors Meeting

November 12, 2022

ABC Faculty Lounge

Call to Order: President Kayla Pagel opened the Board of Directors meeting at 9:03 a.m.

Opening: PTA Mission read by Kayla Pagel

Attendance: See the attached roster. A quorum was established.

Minutes: The minutes from 10/12/22 were dispersed by Secretary Beth Cleveland and approved as read.

Treasurer's Report: The XYZ Bank account balance is \$#,###. The dispersed budget and reconciliation reports were reviewed and filed. Treasurer Catherine Tully filed IRS taxes on 10/4/22.

President's Report: The Lunch & Learn for Family Engagement on 11/20/22 will have the LA Children's Advocacy Group to speak about students' reading skills. The Macho Taco food truck will be there for ordering food.

**A MOTION WAS MADE** by Tamika Anderson and seconded to create a Nominating Committee of Beth Allen, LaRonda Jones, and Sally Lincoln. A verbal vote was taken. **MOTION PASSED.**

Principal's Report: Volunteers are needed for the vision screening on December 2, 2022, at 9:30 a.m. Continue to check in at the office and follow all school visitor rules. Food drive on 12/19/22 needs non-perishable food donations.

Committee Reports:

Membership: 652 memberships YTD; submitted dues to LAPTA on 11/5/22 for 289 new members

Reflections: A verbal vote was taken in favor of a \$25 Barnes & Noble gift card for the Reflections winners.

Hospitality:

**A MOTION WAS MADE** by Julia Johnson and seconded to provide snacks for the teachers every Friday. A verbal vote was taken. **MOTION FAILED.**

Newsletter: Photos needed at the 8<sup>th</sup> Grade Dance on 11/28/22 and band concert on 12/6/22

Beautification: Need to decorate campus for Christmas/winter holidays.

Program: Sam Wright, DOTD, presented information about the Safe Routes to Schools Program.

Traffic:

**A MOTION WAS MADE** by Rene Townsend and seconded that the ABC PTA petition the city council to place a four way stop sign at the intersection of Fifth and Main Streets. A ballot vote was taken. **MOTION ADOPTED.**

Unfinished Business: Backordered fundraising prizes are still on order.

New Business:

Announcements: Next Meeting is on December 10, 2022, at 9:00 a.m.

Adjournment: The meeting adjourned at 10:15 a.m.

*Beth Cleveland*

Beth Cleveland, Secretary (or Secretary Pro-tem)

Approved as read on 11/12/22 or approved with corrections on NA

*Any corrections shall be written on the minutes in the correct place and initialed by the Secretary.*

# MOTION FORM

I move that: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Printed name of person who made the motion

\_\_\_\_\_  
Signature

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## FOR SECRETARY'S USE

\_\_\_\_\_  
Meeting

\_\_\_\_\_  
Date

\_\_\_\_\_  
Motion Number

Motion was:  Seconded     Did not need a Second     Passed     Failed     Amended     Withdrawn

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I move that: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Printed name of person who made the motion

\_\_\_\_\_  
Signature

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## FOR SECRETARY'S USE

\_\_\_\_\_  
Meeting

\_\_\_\_\_  
Date

\_\_\_\_\_  
Motion Number

Motion was:  Seconded     Did not need a Second     Passed     Failed     Amended     Withdrawn







# CONFIDENTIALITY, ETHICS, AND CONFLICT OF INTEREST POLICY

Members of the Board of Directors serve in a **fiduciary capacity** and owe a **duty of care**, a **duty of obedience**, and a **duty of loyalty** to the PTA. Board Members shall conduct themselves with **integrity** and **honesty** and act in the **best interests** of the PTA. Disclosure by a Board Member of any potential or actual conflict of interest is required by the standard of good faith and for the benefit of the PTA and protection of everyone.

In consideration of the PTA's affiliation with Louisiana PTA, for the protection of its integrity and its 501(c)(3) status, and for our protection, we, the undersigned officers, during our terms of office, shall:

1. Abide by and represent our PTA Bylaws, LAPTA policies, positions, procedures, and National PTA purposes and mission statement.
2. Discharge the duties and responsibilities of our individual offices with fidelity, integrity, and honesty and declare all personal and extended family conflicts of interest when PTA issues, decisions, and funds are involved.
3. Not misuse the PTA's federal tax-exempt status for personal or unauthorized purposes nor disburse funds for any purpose other than authorized, budgeted PTA programs, projects, and activities.
4. Refrain from making any slanderous or defamatory statements that could result in harm to the PTA name or brand.
5. Publicly present a united front on decisions made as a Board.
6. Maintain confidentiality as a member of the Board.
7. Follow the LAPTA and school district guidelines for fundraising.
8. Abide by the following **Conflict of Interest Policy**:
  - a. Board Members and their families shall not use their relation to this PTA for financial, professional, business, employment, personal, or political gain.
  - b. A conflict of interest exists when a Board Member would have to participate in the deliberation or decision of any issue of this PTA while, at the same time, the Board Member and their extended family has financial, professional, business, employment, personal or political interests outside the PTA that could predispose or bias the Board Member to a particular view, goal, or decision.
  - c. Board Members shall declare to the officers of this PTA conflicts of interest (stating the nature of the conflict and pertinent information as appropriate) between their duties of this PTA and their or their extended families' financial, professional, business, employment, personal or political interests.
  - d. Board Members shall not use PTA's name, influence, or resources for their benefit or gain when running for any publicly elected office or while serving as an elected official.
  - e. Board Members shall not directly or indirectly use their current PTA name or position for or against any specific candidate for elected public office, as that would be contrary to federal tax laws and PTA policies.
  - f. **At a Board Meeting, the conflict of interest is declared and debated.** During discussion and deliberation, the person temporarily leaves the meeting. The Board Member with the conflict may not use their personal influence of position to impact the outcome of a vote. The Board discusses the conflict and then makes a motion to allow the Board Member to continue on the Board or to be removed from the Board. The person returns after the vote is complete and informed of the results. **The minutes of the meeting shall note any declared conflict of interest, the motion made to accept or remove the person from their position on the Board, and the resulting vote. Removal of a Board Member is effective immediately. They shall turn over to a member of the Executive Committee all records, books, PTA account access, and any other PTA materials pertaining to their position.**

See the Local PTA Unit Bylaws Template, Revised April 2024 in Article V, Section 4: **Termination of Membership** for details on how to address a member who has conduct that damages the value and goodwill associated with PTA or violates the purposes, policies, or Bylaws of PTA.



# ACTIVE AFFILIATION REPORT \*\*\*VERY IMPORTANT\*\*\*

Every year, local PTAs are required to submit documentation to achieve Active Affiliation Status with both Louisiana PTA and National PTA. "Active Affiliation" signifies that the Local PTA Unit is up to date with its responsibilities to preserve its IRS status and its affiliation with Louisiana and National PTA. The Active Affiliation Report consists of nine items which are uploaded at [LouisianaPTA.org/affiliation](https://LouisianaPTA.org/affiliation) or by scanning the QR Code. Local PTA Units failing to maintain Active Affiliation will be subject to the Retention Plan. The deadline for submitting these files is October 31, 2024.



## DUE OCTOBER 31, 2024

The following items are individually uploaded into the corresponding field. Please do not combine files. See further information at [LouisianaPTA.org/affiliation](https://LouisianaPTA.org/affiliation).

1. MEMBERSHIP: Submit proof of paid dues which are paid to LAPTA at [LouisianaPTA.org/membership](https://LouisianaPTA.org/membership).
2. LEADER REGISTRATION: Register all Board Members at [LouisianaPTA.org/register](https://LouisianaPTA.org/register). Officers are required.
3. BYLAWS: Submit the first page of the Bylaws with the LAPTA approval stamp.
4. TAXES: Submit proof of 2022 or 2023 filed and accepted IRS Form 990 tax filing.
5. BUDGET: Submit the 1) Local Budget Approval Form **and** 2) the approved Annual Budget.
6. AUDIT REPORT: Submit the Audit Committee Report for the previous year.
7. ARTICLES OF INCORPORATION: Submit the updated Articles of Incorporation from geauxbiz.com.
8. INSURANCE: Submit the insurance declaration page.
9. TRAINING: Submit proof of training for officers from LAPTA training or see [LouisianaPTA.org/training](https://LouisianaPTA.org/training).

## RETENTION PLAN

If a Local PTA Unit fails to submit the Active Affiliation Packet by the annual deadline, LAPTA will initiate the Retention Plan to guide units back to compliance. Maintaining open communication with LAPTA is crucial to facilitate the PTA's return to Active Affiliation status. For inquiries, email [Affiliation@LouisianaPTA.org](mailto:Affiliation@LouisianaPTA.org). The Retention Plan has five phases:

1. **Notification:** LAPTA notifies the PTA of the missed deadline and grants a 30-day grace period to submit the missing items.
2. **Restriction:** During a second 30-day period, the Local Unit must submit the outstanding items. Additionally, the unit will be ineligible for awards, programs, or grants administered by LAPTA or National PTA.
3. **Intervention:** The PTA will collaborate with LAPTA to establish a Plan of Action, specifying new deadlines for resolving the outstanding issues.
4. **Restructure:** Should the PTA fail to complete the required report, LAPTA may consider restructuring the PTA's leadership or advancing to the Dissolution Phase early.
5. **Dissolution:** A Local Unit's charter may be revoked and their LAPTA associated IRS 501(c)(3) nonprofit status may be forfeited under certain conditions, which include failing to achieve Active Affiliation for three consecutive years, refusing to implement the Plan of Action as agreed upon, or non-compliance with the Purposes and Principles of PTA outlined in the Bylaws adopted in May 2024 (Articles II and III). In such cases, the PTA must discontinue using the PTA name and close its bank accounts, with any remaining funds to be donated to another PTA.

Visit [LouisianaPTA.org/affiliation](https://LouisianaPTA.org/affiliation) for details.