Why are we here? Why do you PTA?

To make every child’s potential a reality by engaging and empowering families and communities to advocate for all children.

Collaboration: We will work in partnership with a wide array of individuals and organizations to broaden and enhance our ability to serve and advocate for all children and families.

Commitment: We are dedicated to children’s educational success, health, and well-being through strong family and community engagement, while remaining accountable to the principles upon which our association was founded.

Respect: We value the individual contributions of members, employees, volunteers, and partners as we work collaboratively to achieve our association’s goals.

Diversity: We acknowledge the potential of everyone without regard, including but not limited to: age, culture, economic status, educational background, ethnicity, gender, geographic location, legal status, marital status, mental ability, national origin, organizational position, parental status, physical ability, political philosophy, race, religion, sexual orientation, and work experience.

Accountability: All members, employees, volunteers, and partners have a shared responsibility to align their efforts toward the achievement of our association’s strategic initiatives.

Objectives

• Become aware of LAPTA Officer and Unit requirements
• Identify the basic roles & responsibilities of a PTA Secretary
• Become familiar with basic terms used in running a PTA
• Recognize what belongs in the minutes
• Understand the importance of the minute and record retention
• Become aware of the LAPTA Communications & Social Media

PTA VALUES

- Collaboration
- Commitment
- Respect
- Diversity
- Accountability

PTA Development Days
Taking and Keeping Minutes
Secretary Workshop

Hosted by Latonyaw Thompson-Richmond, LAPTA Secretary
secretary@louisianapta.org
Where to start?

- Join your school's PTA – all officers must be members of their local PTA
- Visit louisianapta.org/secretary
- Download the LAPTA Toolkit: Secretary
- Register at louisianapta.org/submit-officer-data to receive LAPTA emails and newsletters
- Create an account on pta.org to get extra information and e-Learning

Basic Roles & Duties of the Secretary

You are a member of the Executive Board & Board of Directors. Your basic duties are outlined in your PTA’s Bylaws

- Manage & keep the records of the PTA
- Prepare for the meetings by providing notifications & agendas
- Record the activity occurring during the meetings
- Provide post-meeting follow through with minutes
- Maintain all records in compliance

Bylaws: The governing rules of our association. LAPTA has a local unit bylaws template on the website that each unit must use. louisianapta.org/bylaws
- Bylaws cover a 3-year period & must be renewed before expiration
- List the name & purpose of the association
- Officer Titles & duties
- Explains who can be a member
- Types of meetings & quorum
- Nominations, elections, & vacancies
- Committees – standing & special
- Parliamentary authority
- Amendments to Bylaws

Quorum: the minimum number of members necessary for a PTA to conduct business; exact number found in Bylaws
Board of Directors: the main governing body of your PTA; consists of elected officers & members as defined in your Bylaws
Parliamentary Procedure: a set of rules for conducting orderly meetings that accomplish goals fairly; most PTAs use Robert’s Rules of Order robertsrules.com
Motions: statements that describe a proposed action or decision
Minutes are:
- The official record of all meetings; they are kept forever & become the history of your PTA
- Available to each member of the PTA; they are responsible to read each set of meeting minutes
- A record of what is done – not what is said – also, personal opinions & discussions are not recorded
- Written efficiently – complete & concise

*Meetings may be recorded by one person if everyone knows. Recordings assist the secretary in preparing accurate minutes and are destroyed after minutes have been documented.

Contents of the Minutes

Heading:
- kind of meeting, PTA name, date, location

Call to Order:
- by (name) at (time)

Opening:
- the PTA mission statement “Why we PTA” should be used at the beginning of each meeting; in the minutes, note that it was read and by whom

Attendance:
- names of members present (or attach the sign-in sheet); quorum was or was not established

Minutes:
- draft of minutes from previous meeting were read, distributed, or emailed and approved (or approved as corrected); or the reading of the minutes was waived and approved as distributed

Reports:
- Treasurer, President, Principal, Committees

Business:
- Unfinished & New Business

Announcements

Adjournment:
- Time meeting was ended

*The secretary shall sign their full name & date the minutes in both the draft & approved meeting minutes.

Motions are:
- Statements that describe a proposed action or decision
- The process of making motions ensures that all decisions are fairly discussed & voted on
- Record the date, name of the person who made the motion, whether it was seconded, the exact motion verbatim, the vote (verbal or ballot), and if the motion passed or failed
- When there are multiple motions at one meeting, keep the motions numbered and in order as presented
- If a motion is withdrawn, it is as though it never happened
- Only record the final version of a motion

*There is a Motion Form in the Secretary Toolbox.

Draft Minutes

- Minutes shall be typed within 5 days of the meeting – these are the “Draft Minutes”
- Use the same template for all minutes which can be in narrative or outline form
- Number the pages
- Assemble all the attachments
- Minutes are written in third-person
- It is good practice to present the President with the Draft Minutes to help find misinterpretations or sensitive material that should not be printed
Approved Minutes

- At the next meeting, the Secretary stands and reads the distributed Draft Minutes
- By a majority vote without debate, the reading of the minutes may be waived and not be read or delayed to later in the meeting
- Upon completion, the Secretary asks, “Are there 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 Secretary states that the minutes are “approved as read” or are “approved as corrected” and notes it with the date & the Secretary signs
- A motion is not needed to approve the minutes
- Once approved, the minutes become official, recorded minutes

Correcting the Minutes

- Corrections are suggested without a motion or a vote
- Be grateful for corrections to the minutes! It means that someone was listening close enough to detect an error – those corrections allow you to keep a more accurate record
- Minutes may be corrected whenever the error is noticed; regardless of the time that has lapsed
- To correct minutes after they have been approved requires a 2/3 majority vote

Records Retention

Digital and Paper Records are Acceptable!

PERMANENT:
- Bylaws & Standing Rules
- PTA Charter
- Confidentiality, Ethics, & Conflict of Interest Policy
- Tax & Legal Correspondence
- Insurance Policies & Claims

7 YEARS:
- Contracts & Leases
- Budgets adopted at meetings
- Financial Reports
- Grant Agreements

3 YEARS:
- Bank Statements
- Deposit Forms
- Expense Forms
- General Correspondence

Secretary’s Binder

Create a Secretary’s Binder using the suggested sections:

Tab 1
- Summary of PTA accounts, usernames, & passwords
- Board Roster

Tab 2
- LAPTA Toolkit
  - Secretary
    - Section 1: Office & PTA Basics
    - Section 5: Board of Directors
  - Section 9: Elections & Nominating Committee
  - Section 16: Bylaws, Standing Rules, & Articles of Incorporation

Tab 3
- Membership
  - Spreadsheets
  - Reports
  - Notes
  - Email Campaigns
  - Welcome packet

Tab 4
- Agendas, Minutes, Meeting Rosters, Committee Reports

Tab 5
- Charter Info (IRS taxes, Secretary of State annual report, insurance policy, past audit reports)

Tab 6
- Other / Miscellaneous
Communications & Social Media

Communicate to share the work of the PTA:
- Newsletters
- Website
- Social Media platforms

National PTA shares tips & best practices to effectively share messages with fellow PTA members, school staff & admin, community members, and the media.

More assistance is available at PTA.org/local-leader-kit/communications LouisianaPTA.org/communicationspolicy

Review
- LAPTA Officer & Unit Requirements
- Basic Roles and Duties of the Secretary
- Basic terms used when running a PTA
- Meeting Minutes
- The importance of proper record retention
- Communication & Social Media resources
- Toolkit at LouisianaPTA.org/secretary

Louisiana PTA is in search of Leaders to serve on the Board of Directors

Apply Here

Email us at President@LouisianaPTA.org if you are interested in learning more about volunteering at the State level.