

# Secretary's Quick Start Guide

## Job Description

The secretary is responsible for keeping accurate records of the proceedings of the association.

## Duties at a Glance

- Maintain a procedure book (traditional or electronic)
- Complete a Plan of Work and submit for approval by the Local PTA board
- Be the keeper of the records
- Record in the minutes all business transacted at each meeting
- Notifies board members, as requested, to remind them of the meetings
- Assist the president in determining a quorum and maintain a roll call record
- Prepares a draft of the minutes for each meeting within two to five day of the meeting
- Act as corresponding secretary, reading communications at meetings and writing thank you notes, etc
- Assume the duties of the historian if one is not designated in the bylaws
- Advocate for PTA positions and current legislation
- Review and become familiar with bylaws and standing rules of the PTA
- Attend Texas PTA Leader Orientation
- Take advantage of training from Council, Area, Texas and National PTA
- Become familiar with the National and Texas PTA resources

## Important Dates

June	National PTA Convention
July	Summer Leadership Seminar
July	Annual Convention held in conjunction with Summer Leadership Seminar (Odd-numbered years)
October 15	Fall Membership Reporting
February	Rally Day at the Capitol (Odd-numbered years)
February	Texas PTA Family Engagement Conference and Annual Convention (Even-numbered years)
March 15	Spring Membership Reporting

## Resources

Texas PTA Secretary Resource Guide	<a href="http://www.txpta.org">Available for purchase or free download at www.txpta.org</a>
Texas PTA website	<a href="http://www.txpta.org">www.txpta.org</a>
National PTA website	<a href="http://www.pta.org">www.pta.org</a>
Roberts Rules of Order	<a href="http://store.txpta.org/">Available for purchase through the PTA Online Store at http://store.txpta.org/</a>

## Contacts:

Texas PTA	1-800-TALK-PTA
Texas PTA Secretary	<a href="mailto:secretary@txpta.org">secretary@txpta.org</a>

