

DRAFT



Heritage PTSO Secretary

Purpose

Serves as Secretary of the organization in accordance with its charter, by-laws and any legal requirements.

Job Responsibilities and Accountabilities

- Keep an accurate record (the minutes) of the proceedings of all meetings of the association and the executive board.
 - Read the minutes of any previous meeting when called upon to do so. The minutes are a legal record of the PTSO.
 - Prepare and read a report of each executive board meeting at the associate meeting.
 - Prepare a summary of all unfinished business to the president.
 - Read correspondence, reply to same as directed by the president, and keep a file of all letters received and written.
 - Be prepared with blank paper for voting by ballot and help count a vote when requested.
 - Keep a copy of association bylaws and standing rules available for reference at all times.
 - Request all motions to be put into writing.
 - Enter into discussion; make motions or nominations as appropriate.
 - Sign the minutes when they have been copied and placed in the permanent record book.
-

Minutes are permanent legal record of all action taken by the association and the executive board. They should contain

- name of association
- kind of meeting (association, executive board, special);
- date, time and place of meeting;
- name and title of presiding officer;
- disposition of minutes of previous meeting – approved or as corrected; if corrected, next minutes should show corrections;
- treasurer's report as given and list of bills authorized for payment;
- summarized reports of other officers and chairmen (important reports such as budget should be attached to the minutes);
- a record of each motion voted upon, the name of member who made the motion, and whether carried or defeated; the second is not recorded;
- copy of any resolutions adopted;
- record of results of any election and numbers of votes cast;
- brief notation of program – topic, names of participants, method of presentation;
- announcements
- time of adjournment
- signature of secretary, using name and title (e.g., Mary R. Doe, Secretary)

Minutes should be complete, concise and accurate. Actions must be recorded in the order they took place. All corrections to the minutes are entered into the margin of the permanent copy, which is dated and initialed. Corrections may be made at any subsequent meeting.
