

Inglewood Middle School

PTSA Secretary role

The primary responsibilities of the secretary fall under Board meetings, General Membership meetings and record keeping. See below:

Board Meetings:

- At the beginning of the school year the secretary should work with the President to pick a date and time each month for a board meeting, for instance the second Tuesday of each month. Once you have picked dates for the year, the secretary must contact the IMS office and arrange to reserve the conference room.
- The secretary should reach out to board members in advance of a board meeting and ask if they have items for the agenda. This includes asking the President what he/she would like under President's Report.
- The secretary should come to the board meeting prepared to take the minutes of the meeting, provide the Motion Forms for motions that may come up and provide a sign in sheet that should be kept as a matter of record. He/she also needs to bring copies of the agenda.
- During the Secretary Report, the secretary asks for the board's approval to pass the previous month's meeting minutes. This does not require a motion to be made.
- Following the board meeting, the secretary must send out a copy of the meeting minutes to the entire board, giving them an opportunity to request corrections if there are any.

General Membership Meetings:

- The secretary should again work with the president to pick dates for a September, January and April General Membership meeting. Once a date and time have been picked, the secretary needs to contact the IMS office to schedule a room.
- The secretary needs to make sure the communications committee posts the date/time and location of the General Membership meeting 10-15 days before.
- The secretary needs to reach out to the board to see what should be on the agenda.
- On the evening of the meeting, the secretary should again come prepared with a sign in sheet, Motion forms, copies of the agenda and be ready to take the meeting minutes.
- Meeting minutes should be sent out not only to the board, but also posted on the PTSA website. Board meeting minutes do not get posted, but General Membership meeting minutes do.

Record keeping:

- A copy of the meeting agenda, the meeting minutes, the sign in sheet and the motion forms for each Board and General Membership meeting must be kept. Hard copies can go in the binder and soft copies should also be uploaded to OneDrive.
- Any correspondences that come in to the PTSA are also kept by the secretary.
- A copy of the grant forms that are given out in a meeting should also be kept by the secretary.
- The Nominating Committee slate should also be kept by the secretary once it is released.

As with all other board members, the secretary will need to complete state PTSA training and work in concert with other board members to effectively support the PTSA.