Recording Secretary Duties

Duties:

* The recording secretary is elected and is one of the three officers required for a PTA/PTSA
* PTA toolkit (http://toolkit.capta.org/)
* Keep an accurate, concise, permanent record of the proceedings of all meetings of the association and of the executive board. These minutes are the legal record of the PTA/PTSA. Of all actions, not what is said. Include all motions
* Sign immediately, with the president, authorizations for payment after the association votes to pay a bill. Record all expenditures in the minutes. Treasurer will give you a report.
* Prepare the minutes, send for approval, get signatures and give a copy to the president soon after each meeting.
* Association Meeting minutes are approved at the next association meeting (and so on)
* Executive board minutes are approved at the next board meeting.
* Types of meetings: general membership/association meeting, executive board, executive committee, a special called meeting.
* No minutes can be posted on website – summary is OK.
* Bind the originals into a ledger/book and give to president.

Keeping minutes of meeting:

* Name of the association and kind of meeting (association, executive board, special)
* Date, time and place of meeting;
* Name and title of presiding officer (or pro tem)
* Disposition of minutes of previous meeting – whether read and approved/corrected or their reading postponed including when and how they are to be approved;
* Statement of account as given and list of bills approved for payment;
* Summarized reports of other officers and chairmen
* Record of each motion voted upon, the name of member who made the motion, and whether carried or lost (the name of the seconder is not recorded)
* Copy of any resolutions adopted
* Record of results of any election and votes cast
* Brief notation of program topic, names of participants, and method of presentation;
* Time of adjournment
* List of persons in attendance or excused absences; and
* Signature of secretary, using own given name and signature of approval committee
* If no quorum, no motions made. Approve minutes at next meeting by making motions.