



Pointers Run Elementary PTA, Inc.
6600 S.Trotter Road Clarksville, Maryland 21029
410-313-7142



RECORDING SECRETARY

The Recording Secretary is responsible for keeping an accurate record of the proceedings of the PRES PTA. These records are the history of the PTA. Promptness, accuracy, and knowledge of PTA policies are key to this job. The Recording Secretary should be committed to helping the President conduct a businesslike meeting.

The Recording Secretary is a member of the PTA board of directors and executive committee. This is an elected position, nominated and approved by simple majority vote at a general membership meeting in the spring. The term of this position is one year, beginning July 1st and ending June 30th of the following year. A commitment of at least two terms is desirable.

Duties and Responsibilities

- Attend meetings of the board of directors, the executive committee, and the general membership.
- Have these items on hand at all meetings:
 - Minutes of the previous meetings
 - Copies of the previous Treasurer's reports
 - List of unfinished business to be discussed
 - Agenda
 - Current bylaws and standing rules
 - Current membership list
 - Materials for note/minute taking
 - Attendance sheet
- Record attendance at each meeting.
- Determine if a quorum is present at each general membership meeting.
- Record minutes of all PTA meetings, with special attention given to motions (recorded exactly as stated) and action taken.

- Record date, time, and place of meeting, who called the meeting to order, and time of adjournment.
- Record name of person who makes a motion and person who seconds the motion.
- Write whether motion passed or failed.
- After the meeting, type a draft of the minutes and send to the President for review.
- After President review and approval, disseminate the meeting minutes to the PTA board and committee chairs at least one week prior to the next month's PTA meeting.
- Once approved by the board, send to the website chair to be post the meeting minutes to the PTA website.
- Keep secure official, permanent PTA records, including all originals of approved minutes
- Maintain a copy of the current bylaws.
- Work with the Assistant Treasurer and Membership Chair to keep an up-to-date roster of members.
- Work with the Corresponding Secretary to maintain an up-to-date roster of all committee chairs.
- At the end of the fiscal year (June 30) ensure all copies of the legal documents notebooks and permanent record files are in order and ready to transfer to new officers.
- Perform specific duties as provided for in the bylaws.