



# SECRETARY

The secretary is a very important position on a local PTA executive board, and one of only two positions that are required by law for an association in Texas. The PTA secretary is responsible for keeping accurate records of the proceedings of the association, completing records of members and leaders, as well as sending communications on behalf of the executive board. Never say, "I'm just the secretary!"

An effective secretary should be prompt, accurate, dependable, and have a thorough knowledge of the PTA purposes, bylaws, standing rules, policies, and methods. This guide will familiarize you with the responsibilities required and the opportunities available to be an effective secretary.

## TOP 10 THINGS TO KNOW FOR THIS POSITION

1. **What to do FIRST:** Register as a PTA Leader at [txpta.org/submitting-board-member-information](http://txpta.org/submitting-board-member-information).
2. Work with the outgoing secretary to review your responsibilities and become familiar with your Local PTA's practices.
3. Develop a Plan of Work and submit it to the executive board for approval.
4. Ensure all members of the executive board have:
  - o Completed FOUNDATIONS trainings (Essentials and Basics)
  - o Signed the Local PTA Ethics/Conflict of Interest Policy
  - o Reviewed the Records Retention Policy. (Once reviewed by executive board it is submitted to the membership for adoption)
5. Participate with the full rights of an executive board member, make motions, nominate candidates, enter into discussion, and vote.
6. Assist the president in establishing a quorum and maintain a roll call record.
7. Call meetings to order in the absence of the president and vice president(s) and preside until a temporary chair is elected by the membership.
8. Keep on permanent file the PTA Employer Identification Number (EIN) as assigned by the IRS, and the sales tax permit as assigned by the Texas Comptroller.
9. Assume the duties of the historian if one is not designated in the bylaws.
  - o Collect and preserve documents relating to the history of the association.
  - o Present a written report to the membership as the official history to be adopted at the annual meeting.
10. Provide successors all minutes, records, reports, procedure book, and other pertinent materials.

## KEY TRAININGS

- BASICS Boardmanship training:** As secretary, you serve on the executive board of your PTA. It comes with responsibilities all of its own and all members of a PTA's executive board should know what is expected of them.
- BASICS Secretary online training:** Learn about the ins and outs of being a secretary through this easy access training.
- BASICS Boardmanship Resource Guide & BASICS Secretary Resource Guide:** Print these guides for easy access to reference materials and step-by-step how-tos for your position.

## IMPORTANT DATES AND DEADLINES

- **August:** Ensure all board members have submitted their contact information to Texas PTA and have completed all mandatory components of FOUNDATIONS training within the first 30 days of their election or appointment.
- **Every Month:** Coordinate with the membership chair to ensure that you have the most up-to-date membership roster submitted to Texas PTA.
- **End of the Fiscal Year:** Bind minutes and all supporting documents for membership meetings and executive board meetings in preparation for the Financial Reconciliation Committee.

**Questions? Find more resources at [txpta.org/secretary](http://txpta.org/secretary). Contact your Council PTA or Field Service Representative. In addition, you can email [secretary@txpta.org](mailto:secretary@txpta.org) or contact the Texas PTA State Office at 1-800-TALK-PTA.**

# Quick Start Guide

*The BASICS materials provide essential training for many PTA positions. This guide is just the beginning!*

## ABOUT PTA

The mission of PTA is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

*What this means: We engage, we empower, and we advocate in order to achieve our vision— every child's potential is a reality. Our mission statement guides us and should drive any significant decision. The funds we raise are used to support our mission.*

## WHAT IS PTA?

PTA is a 501c3, member-based association that advocates for the best interest of ALL children in many areas. It is self-governing and non-partisan. PTA advocates for or against issues but does not endorse any candidate or political party.

*What this means: You are a member of a nonprofit board and therefore have certain legal responsibilities. Executive board members have three fundamental fiduciary duties: the duty of care, duty of loyalty, and duty of obedience. Board members act as trustees of the PTA's assets and must exercise due diligence to oversee that the PTA is well-managed and that its financial situation remains sound. The executive board verifies that all filing requirements and tax obligations are completed.*

## OUR PURPOSE

- Welcoming families into the school community
- Communicating effectively
- Supporting student success
- Speaking up for every child
- Sharing power
- Collaborating with communities

## PTA STRUCTURE

Members  
 Local PTA (campus level)  
 Council PTA (district or independent)  
 Texas PTA  
 National PTA

## FINANCE

### The Life Cycle of A Budget

- Elected/appointed executive board members create plans of work which include a budget detailing project-related expenses.
- PTA happens and expenses occur.
- The executive board approves the plan of work and the membership votes to adopt the budget plan. They also review financial reports at each meeting of the membership.
- At the end of the year, financial reconciliation happens and the membership receives the report.

## TRAINING

Scan the code or visit [txpta.org/training](http://txpta.org/training) to learn more.



## GETTING STARTED

As a leader in PTA, there are a few things you need to do to start the year.

ONE	TWO	THREE	FOUR
First, join your local PTA! All board members must be PTA members.	Next, register with Texas PTA at <a href="http://txpta.org/submitting-board-member-information">txpta.org/submitting-board-member-information</a> .	Your local PTA secretary will ask all board members to sign a Confidentiality, Ethics and Conflict of Interest Agreement.	Your local PTA president will ask all board members to create a Plan of Work which begins the annual budget process.