



Basic Responsibilities of the Secretary

The secretary is responsible for keeping an accurate record of the proceedings of association meetings. These records are the permanent history of the PTA. Promptness and accuracy are key to this job, and a PTA's bylaws or standing rules may contain specific requirements about when minutes must go out.

The secretary also may be given the responsibility of maintaining all PTA correspondence, including incoming and outgoing communications with members and notifications for all meetings. Some PTAs designate these responsibilities to a corresponding secretary. For an overview of the responsibilities of a PTA treasurer, take the [Local Unit Secretary e-learning course](#) which is available in both English and Spanish.

Prior to a meeting, the secretary:

- Sends an announcement of the meeting (date and time)
- Works with the president to create an agenda
- Sends out the agenda and any pertinent documents necessary prior to the meeting, including the draft of the minutes of the previous meeting

At the meeting, the secretary:

- Takes attendance (by voice vote or sign-in sheet)
- Checks for quorum
- Presents the draft of the minutes of the previous meeting
- Takes minutes
- Counts votes

After the meeting, the secretary:

- Ensures the approved minutes are included in the permanent record of the association

The secretary should have these items on hand at all meetings:

- Minutes of the previous meeting and pertinent attached reports
- List of unfinished business to be discussed
- Agenda
- Current bylaws and standing rules
- Current membership list
- List of all board members and all committee chairs
- Materials for note/minute taking