

# Secretary

## Executive Committee

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As a member of the Utah PTA Board of Directors and as a Utah PTA Executive Committee member (Officer), the Secretary shall become familiar and comply with the Utah PTA bylaws and standing rules, particularly the Board and Executive Committee Responsibilities in the Utah PTA Board of Directors Handbook.

### **Past PTA experience is defined when nominated for the office of Secretary:**

#### **A. Job description of the Utah PTA Secretary:**

1. Serve as a member of the Utah PTA Executive Committee
2. Oversee the official records
3. Serve as a committee member
4. Serve as a Utah PTA Officer

#### **Procedure book for Utah PTA Secretary:**

1. Serve as a member of the Utah PTA Executive Committee
2. Oversee the official records
  - A. Email agendas, minutes and other information at least one (1) week before Board meetings to all attendees. Information for other meetings should be emailed at least two (2) days prior to the meetings.
  - B. Keep an accurate record of the proceedings of meetings. Minutes should:
    - 1) Be concise and accurate
    - 2) Include only what was decided although discussions can be summarized if it helps to clarify decisions that were made
    - 3) Keep an accurate record of what should be on the agenda for the next meeting, unfinished business, etc.
    - 4) Be recorded in the order it took place
    - 5) Provide information on program reporting that includes a statement of the nature of the program, who participated, name, title, and topic of the speaker
  - C. Present minutes of each meeting for approval
  - D. Have on hand, for reference at each meeting, the following:
    - 1) Bylaws and standing rules
    - 2) Agenda and minutes
    - 3) Copies of Treasurer's reports
  - E. Make copies of the minutes after they have been approved and signed by the Secretary for:
    - 1) Permanent file or reference book
    - 2) The Secretary's book

- F. Request the maker of a motion to submit it in writing
  - G. Prepare the agenda as requested
  - H. Count a standing vote when requested by the presiding officer
  - I. Request minutes from all Utah PTA committees for permanent files.
3. Serve as a committee member
- A. Member of the following committees: Executive, Finance, Legislative Advocacy, Leadership, Core Convention, Arts Grant Fund, Communications committees and other committees as requested
  - B. Prepare and keep records of the following meetings:
    - 1) Utah PTA Board meeting (July, September, November, January, March and May)
      - a) Send out requests for agenda/handouts two (2) weeks prior to meeting
      - b) Get the information to Board members at least one (1) week before the meeting
    - 2) Executive Committee meeting
    - 3) Finance Committee meeting
    - 4) Legislative Advocacy Committee meeting (monthly, except during the legislative session when it meets weekly)
    - 5) Leadership Committee meeting
    - 6) Convention Committee meeting
    - 7) Arts Education Grant Committee meeting
    - 8) Communications Committee meeting
    - 9) Commissioner and Commission meetings
4. Serve as a Utah PTA officer
- A. Be a check signer on the Utah PTA checking account
    - 1) Sign checks when President, President-elect, or Treasurer are not available
    - 2) Be available for unusual circumstances
  - B. Have a key to the office and be available to let others into the office as needed
  - C. Conduct correspondence of the association as requested. This may include thank you notes, birthday cards, notices of elections of officers, notices of meetings, etc.
  - D. Present birthday gifts to Board members at Board meetings
  - E. Have a working knowledge of parliamentary procedure (use Robert's Rules of Order), the bylaws, and standing rules.
  - F. Have a working knowledge of Microsoft Word and Excel, Google Docs, PowerPoint, and social media accounts.
  - G. Have a record of the passwords for the internet, social media accounts, etc.