

STUDENT SECRETARY

Congratulations on being the PTSA student secretary. The role of secretary is very important, and the work you do this year will ensure that your group's efforts will be documented. You will be tasked with keeping all records for your PTSA student committee. You will constantly collaborate with the chair and vice chair to ensure that everything runs smoothly. Every school is unique, so sit down with your adviser and other officers to determine additional responsibilities for your position.

The secretary is responsible for keeping an accurate record of the proceedings of student PTSA meetings. Promptness and accuracy are key to this job.

The secretary also may be given the responsibility of maintaining all PTSA correspondence, including incoming and outgoing communications with members and notifications for all meetings.

Basic responsibilities for the Student Secretary:

- 1) ATTEND STUDENT COMMITTEE MEETINGS AND ACTIVITIES.
- 2) WORK WITH THE STUDENT COMMITTEE TO CREATE GOALS FOR THE YEAR.
- 3) ATTEND STATE PTSA TRAINING CONFERENCES AND OTHER EVENTS.
- 4) RECORD MINUTES DURING STUDENT COMMITTEE MEETINGS.
- 5) PROVIDE EVENT SIGN-UP SHEETS.
- 6) ASSIST THE INCOMING STUDENT SECRETARY TO PREPARE FOR THE NEXT YEAR.
- 7) ASSIST WITH UPDATING STUDENT MEMBERSHIP LIST.
- 8) COMMUNICATE WITH MEMBERS, OFFICERS, ADVISERS.
- 9) UPDATE AND ORGANIZE FILES AND RECORDS.
- 10) KEEP TRACK OF MEMBERS' SERVICE HOURS AND ATTENDANCE AT MEETINGS.

Organization is the KEY to success.

You're the notebook of the student committee, and you will be the one all other members refer back to. Here are some tips to get your organization process on track.

- Know what works. Set up time to talk to the outgoing secretary. What systems are in place for your student committee already? Your adviser may also have some suggestions.
- Create a roster of your members. You will want to obtain email addresses, committee assignments, when they joined and graduation year. You may also want to collect fun information like birthdays, reason for joining and personal interests such as favorite ice cream or candy. You can use this information later to celebrate and appreciate your members.
- You'll also record minutes at each meeting. It's more than just a matter of writing things down. It requires an organized approach:
 - Before the meeting, consider creating or finding a template. The template should have space for important information like the date, attendees, special events, guest speakers, topics of discussion and assigned actions or decisions made. You can prepare each template by discussing the meeting agenda with the other officers.

- During the meeting, use your template to record what happens. Record the big stuff. Focus on action items, paying attention to what is discussed, decided or planned. Don't worry about minute-by-minute details or what someone wore or who disagreed about what.
- After the meeting, review your notes and add comments or details. You may be responsible for typing your notes or filing the written copy for others to review. Posting the notes online or sending via email may also be a good way to keep those who weren't present up to speed. It also reminds members what tasks they've been assigned and expectations for the projects.
- In your next meeting, use your minutes to help follow up on assigned tasks.

Prior to a meeting, the secretary:

- Sends an announcement of the meeting (date and time)
- Works with the chair & vice chair 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 roll call or sign-in sheet)
- Presents the draft of the minutes of the previous meeting
- Takes minutes
- Counts votes

After the meeting, the secretary:

- Ensures the approved minutes are given to the adviser and/or adult PTSA Board to be included in the permanent record of the PTSA

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 membership list
- List of committee chairs
- Materials for note/minute taking

*This PTSA Student Secretary Guide has been created using the Key Club Secretary Guide as a template. Refer to keyclub.org for more information.