

UTAH PTA SECRETARY Duties

1. Maintain an accurate record of PTA memberships
2. Take minutes and record all business transacted at each meeting.
3. Present minutes of each meeting for approval.
4. Read the minutes of any previous meeting when requested to do so.
5. Make copies of the minute for: (1) the president, (2) the files or reference book, and (3) the secretary's book.
6. At the request of the president, prepare the agenda.
7. Call the board members in advance of the meeting to allow them to add items to the agenda.
8. Call the meeting to order in the absence of the president and vice presidents unless the bylaws specify otherwise, and preside until a chairman pro-tem is elected.
9. Count a rising vote when requested by the presiding officer.
10. Sign on the treasury (accounts) jointly with the treasurer or president.
11. Act as custodian of all records, except those specifically assigned to others and promptly deliver all records to successor.
12. Conduct correspondence of the association. This may include: thank you notes, birthday cards, notices of election to offices, notices of meetings, etc.
13. Have a working knowledge of parliamentary procedure (use Robert's Rules of Order), and the bylaws and standing rules.
14. Have on hand for reference at each meeting the following:
 - a. bylaws and standing rules
 - b. agenda and minutes
 - c. copies of treasurer's reports
 - d. approved budget
 - e. lists of: membership and committees and their members
 - f. yearly calendar

SAMPLE AGENDA

FREEMONT JUNIOR HIGH PTSA BOARD MEETING Tuesday, March 4, 2002, 3:30 p.m. Freemont School

- I. Call to Order: Judy, PTA President
- II. Reverence: Bonnie
- III. Pledge: Eileen
- IV. Minutes: Kathy, Secretary

V. Financial Report: Jody, Treasurer

VI. Officer & Commissioner Reports (5 minutes ea)

- A. President
- B. President Elect
- C. Membership Vice-President
- D. Teacher
- E. Principal
- F. Individual Development Commissioner
- G.Etc.

VII. Calendar

VIII. Assignments

IX. School Board President Special Report (15 minutes)

X. Adjourn

The AGENDA

Call to Order - (time) The president stands, raps the gavel once, and calls the meeting to order: 'The meeting will please come to order.'

Opening Ceremonies (optional)

The Pledge of Allegiance, flag ceremony, poem, song, or inspirational message may be included. Remember in PTA it is God before country.

Reading and approval of minutes The secretary stands, addresses the president and reads the minutes, unless they have been posted, distributed, or audited by an appointed committee. 'The secretary will read the minutes of the previous meeting.' 'Are there any corrections?' 'The minutes stand approved,' or 'The minutes stand approved as corrected.'

Report of the Treasurer No motion is needed for adoption unless it is the report of the completed audit. 'We will have the treasurer's report' 'Are there any questions?' The report will be filed for audit'

Letters or Communications Communications are read by the secretary, and are acted on as they are read if action is required. 'Are there any communications?'

Report of Executive Board A summary report (not the minutes) Is read for the information of the members. Recommendations should be voted upon one at a time, the secretary moving the adoption of each one. 'We will hear the report of the executive board by the secretary. 'You have heard the recommendation. Is there discussion?' Follow the steps of a motion.

Reports of Standing Committees Before the meeting, the president consults with chairs and officers to find out which committees have reports to give at the meeting. The president calls for the committee's report (not chair's report). If the committee has made a recommendation, the person making the report moves its adoption. (No second Is required since the motion is made on behalf of the committee.) The chair calls for discussion and/or follows steps of a motion. We will hear the report of the _____ committee given by _____ chair (or other title).' 'Are there any questions regarding the report? If not, the report will be filed.'

Reports of Special Committees This can be a progress report or a final report. Upon completion of its specified duties, the committee ceases to exist. The report is handled in the same manner as those of standing committees.

Additional Reports These could be reports from staff, students in a PTSA, principal, senior citizen, or other special volunteer.

Unfinished Business Minutes of the previous meeting will indicate any unfinished business. Note that unfinished business is not called 'old' business.

New Business The chair or members may bring new business before the association. A motion is necessary before discussion and vote.

Program (a program is not required at every meeting) The president introduces the program chair, who presents the program. The meeting is not 'turned over' to the program chair, nor does the program chair 'turn the meeting back' to the president 'The program will be presented by MW= chair.' 'Mister Madam President. This concludes the program.

Announcements The date of the next meeting and important activities should be announced. If there is a social time following the meeting, this should be announced. 'Are there any announcements?'

Adjournment - (time) No motion is necessary to adjourn. Rap the gavel once. 'Is there any further business to come before the meeting?' 'The meeting is adjourned.'

SAMPLE SET OF MINUTES

UNION ELEMENTARY PTA BOARD MEETING MINUTES

Tuesday, May 7, 2002, 2:00 p.m.

Union Elementary School Media Room

Members Present: Sally Jones, Susan Longmore, Thomas Martin, Mary Jansen, Diane Day, Judy Millis, Abby Jackson, Colleen Baker, Dennis Morrison

Members Excused: Ruth Brown

Reverence: Susan Longmore

Pledge: Dennis Morrison

The agenda was reviewed and adopted as amended.

The minutes of the November board meeting were accepted as corrected

Treasurer's Report: Report given by Judy Millis.

- Balance in checking account, as of April 2002 is \$745.00
- New members this month - 25. Income for PTA memberships is \$50.00
- Expenditures: PTA membership envelopes - \$10.00, Health Fair expenses \$247.50

Health Commissioner Report: Report given by Mary Jansen. There were over 275 attending the fair. This was a very successful event judging from the evaluation that was turned in. The attendees felt that this should be repeated again next year with an emphasis on home first aid kits. Sally will turn in a procedure outline of the Health Fair at the next meeting.

Volunteer Coordinator Report: Report given by Abby Jackson. Abby said that they still needed a few more volunteers for the field day activities at the end of the month. The Clown Around Company can provide the dunking booth and other rented games at a savings of \$35.00.

Motion by Abby Jackson: I move that we hire the Clown Around Company for our field day activities this year. Vote affirmative. Motion adopted.

Calendar of events for the month:

Teacher Appreciation Week May 27 - June 1
Field Day June 4
Sixth Grade Advancement June 5

Meeting adjourned at 3:00 p.m.

Minutes accepted: ____ (date) ____ Secretary ____ (signature) _____

MINUTES

Minutes should be as brief and to the point as possible and should be reported in the order in which the business is presented at the meeting. The action taken by the association is what is most important, not what members say about it. The secretary should make two or three copies for filing: one for the President, one for the secretary to file in a reference book to have at meetings, and one for the official minutes book which should have pages numbered.

Minutes should contain records of all action taken by the group, including the exact wording of every motion, the name of the member who introduced the motion, the member who seconded it or the identity of the committee making the motion, and the actions taken on the motion. The secretary or chair should request the maker of a motion to put it in writing if it is long or involved.

Minutes of the previous meeting are read or distributed for approval prior to the meeting. The words "approved" or "approved as corrected" and the date of approval should be written at the end of the official minutes of each meeting. The secretary should sign the minutes.

SUGGESTED OUTLINE FOR MINUTES

- Name of the organization and the title (kind) of the meeting)
- Date, place, and time of the meeting
- Names of those present and those absent or excused (Keep a separate roll)
- Names of person/s who give reverence and flag observance
- Statement of minutes approval - whether they were read and approved as submitted or read and approved as corrected
- Report of the treasurer
- Reports by officers, commissioners, committees and others at meeting
- Reading of Communications
- All Action taken; all motions (except those withdrawn); points of order and appeals, whether sustained or lost; and the name of each member who introduced a motion, the name of the member who seconded or name of committee if motion came from committee. Result adopted/approved or rejected. Record what is done, not what is said! Never use adjectives or personal opinions.
- Program topic, method of presentation, names of participants, and important points covered.
- Time of adjournment
- Notation of next scheduled meeting
- * A place at the end for the date of approval of minutes

FIDUCIARY DUTIES OF NONPROFIT BOARDS

The fiduciary obligations of nonprofit directors involve core principles that have remained essentially unchanged for many years, but the burden of the directors to prove that they have acted in good faith on these principles has changed. Courts are showing impatience with boards that appear to be ill informed and ill-prepared when making decisions.

DUTIES OF TRUST: The law usually imposes the following three duties of trust:

- Duty of care - A director must discharge his or her duties with the care any prudent person in a like position would exercise. A director doesn't always have to be right, but he or she must act with common sense and informed judgment. A director must actively participate in the management of the organization including attending meetings, evaluating reports, reading minutes, and reviewing the performance of the President. A director should receive sufficient information to carry out his or her duties. When a problem exists, a director has a duty to inquire into the facts.
- Duty of loyalty - A director has a duty to give undivided loyalty to the association. Decisions must promote the association's public purpose. Any signs of conflict of interest should be avoided. If a conflict arises, it should be reported immediately, and the director may be required to prove that the transaction is fair and reasonable and in the best interest of the association.
- Duty of obedience - A director has a duty to follow the organization's governing documents: bylaws and standing rules. A director also has a duty to comply with state and federal laws that relate to nonprofit associations.

OTHER DUTIES:

- Adequate financial records and controls - The board should be responsible for approving the organization's annual budget and should require all expenditures to be accounted for in periodic financial reports made before the board. Budget status reports should be required on a predetermined periodic basis. The board should be responsible for obtaining an independent audit yearly. If it is not financially possible to use an outside firm, the board should appoint an auditing committee to report the findings to the board.
- Safeguarding assets - Policies should be adopted. e.g. policies on investment, conflict of interest, purchasing, development, etc. and adhered to.
- Observing donor restriction - It is important to keep faithful to donor intentions. Periodic reporting to the donor by appointed volunteer or staff should be adequate for determining if these obligations are fulfilled.
- Responsible solicitation activities - Solicitation policies or non-solicitation policies should be developed with thought to the mission of the association.

HOW TO BE A RESPONSIBLE BOARD MEMBER

- **Attend all meetings of the board of directors.** Actively participate in the business of the board and in the decision-making.
- **Deal with facts - not personalities.** Avoid prejudiced judgments or decisions on the basis of information received from individuals. Solicit qualified, object input and analyze facts impartially.
- **Avoid conflicts of interest or self-dealing.** Avoid even the appearance of a conflict of interest that might embarrass you, the board, or the organization. Disclose any possible conflicts to the board immediately. Do what a sense of fairness, ethics, and personal integrity dictate. Never accept (or offer) gifts or favors from anyone who does business with the organization.
- **Understand the organization's finances.** Thoroughly read and understand the financial statement.
- **Subordinate your personal interest to the whole organization.** Serve the association (the unit, council, or region) as a whole, rather than any special interest/regional groups or constituency.
- **Support the decisions of the board.** Despite any personal feelings you might have, once the board has voted, every board member is ethically obligate to support that decision.

SECRETARY:

HELPS THE PRESIDENT WITH THE
"DETAILS"

VICE PRESIDENTS

HELPS THE PRESIDENT WITH THE
"PROJECTS"