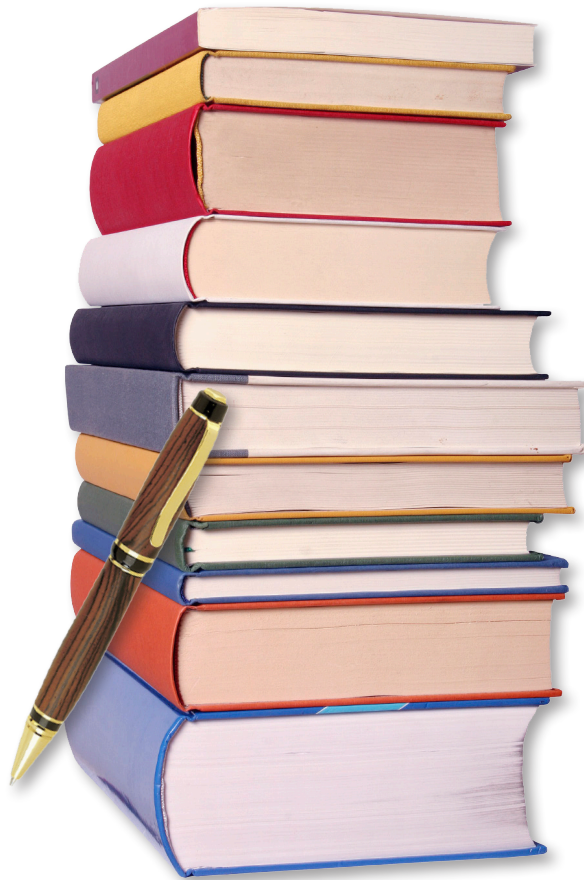




SECRETARY

Resource Guide



Overview

The secretary is responsible for keeping accurate records of the proceedings of the association. The prime qualifications are promptness, accuracy and a thorough knowledge of the PTA Purposes, bylaws, policies and methods; an understanding of parliamentary law; and a sincere desire to help the president conduct a businesslike meeting. This guide will familiarize you with the responsibilities required and opportunities available to be an effective secretary.

How to Use

Use this guide to acquaint yourself with duties, responsibilities and general information you will need to know in order to keep accurate records, reports, lists and minutes.

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PTA Plan of Work

(Plan de Trabajo)

Officer/Chair Name: _____
 (Nombre de Oficial/ Presidente de Junta)

Position: _____ Year: _____
 (Posición) (Año)

Reproduce as needed for the appropriate number of goals.
 (Se puede reproducir para metas adicionales.)

Responsibilities/Duties: (Responsabilidades)			
Goal: (Meta)			
	Specific Action Steps (Proceso Especifico de Acción)	Start Date (Fecha de Empiezo)	Completion Date (Fecha de Terminación)
Budget: (Presupuesto)			
Resources: (Recursos)			
Evaluation Process: (Proceso de Evaluación)			
Committee Members: (Miembros del Comité)			

PROCEDURE BOOK

A PROCEDURE BOOK:

- Is vital to the effectiveness of an on-going elected office or chair position,
- Is a record of a year's plans and activities, and
- Makes easier the task of those who follow you.

HOW TO COMPILE A PROCEDURE BOOK:

- Use a loose-leaf folder or notebook.
- Separate sections with tabbed dividers.
- Include Suggested Table of Contents (see below).

Note: Be sure to gift the procedure book to the new chair at the completion of your term in office.

SUGGESTED TABLE OF CONTENTS:

DIRECTORY

- Your name, address, telephone number, e-mail and year served
- Address of Texas PTA Office and telephone number
- Address of National PTA Office and telephone number
- Name, address, e-mail and telephone number of unit president
- Names, addresses, e-mail and telephone numbers of council, area and state chairs with comparable responsibilities
- Names, addresses, e-mail and telephone numbers of committee members
- Resource people, related agencies and organizations in the community

GOALS

- List overall goal of position (see Texas PTA Handbook)
- List specific goals for your term of service

PLAN OF WORK

EVENTS, PROJECTS, PROGRAMS

- List on separate pages each event, project and/

or programs including dates, responsibilities, expenses and an evaluation form.

- Include Texas PTA calendars and the school district calendars in order to plan your activities. This also helps you avoid any conflicts with activities planned by the Principal and school district.

MATERIALS

- Materials received from Texas PTA.
- Notes from workshops, area and state events.
- Correspondence.
- Materials distributed from your office, such as: news releases, calendar of events, etc.
- Keep a copy of the bylaws in your procedure book. Any changes that come from National PTA or Texas PTA will need to be added promptly.
- Include the officer rosters from your councils and areas.

REPORTS

- **Reports** - include reports given by your office (list each title separately).
- **Forms** - include all forms sent by your office for awards at council, area, state or national levels.

EVALUATIONS / RECOMMENDATIONS

- What were your successes? Why?
- What projects failed? Why?
- What persons, groups, materials were most helpful?

THE SECRETARY

JUST FOR THE RECORD...

Every association must have at least two corporate officers — a presiding officer, president and a recording officer, **the secretary** — in order to function properly.

The office of secretary is a very important one, as minutes are a legal document. Never say, “I’m just the secretary.”

QUALITIES OF A GOOD SECRETARY

A secretary has the qualities of accuracy, dependability, and promptness, and a thorough knowledge of PTA Purposes, bylaws, policies and methods.

MAJOR DUTIES OF A SECRETARY

1. Participate with the full rights of a board member, make motions, nominate candidates, enter into discussion, and vote.
2. Prepares order of business for the president on all pending matters known in advance, if so directed by the president.
3. Record in the minutes all business transacted at each meeting of the membership as well as meetings of the board.
4. Sit close to the president, rising to read the minutes or when making the board report.
5. Notifies board members, as requested, by telephone, fax, electronic mail or mail to remind them of the meetings.
6. Assist the president in establishing a quorum and maintain a roll call record. At board meetings, the general method of roll call is by voice. At membership meetings, the general method is to have the members sign in or use membership/credential cards.
7. Present a report, when requested, of the board meeting, its actions and recommendations, at the next meeting. When recommendations are contained in the report, move the adoption of each recommendation.
8. Assist in counting a standing vote when

requested by the president.

9. Calls the meeting to order in the absence of the president and vice president(s) and presides until a temporary chair is elected by the membership.
10. Prepares for the president, a draft of the minutes of a meeting within two to five days after each meeting.
11. Maintain the following:
 - Current copy of the bylaws
 - Minutes record books
 - State-approved bylaws
 - Standing rules (if adopted)
 - Current membership list (in alphabetical order)
 - List of all current committees including members’ names
 - Copy of the approved budget
 - Copies of the agendas
 - Committee reports
 - Adopted records retention policy
 - Signed conflict of interest policies (originals)
 - List of the names and dates of board members who completed the Texas PTA Leader Orientation
 - List of the items purchased for PTA and for the school by PTA
12. Act as corresponding secretary if one is not designated in the bylaws. See “Major Duties of a Corresponding Secretary.”
Note: When there are two secretaries, the recording secretary is usually referred to as “the secretary” and the corresponding secretary is referred to by the full title.
13. Assume the duties of the historian if one is not designated in the bylaws.
 - Collect and preserve documents relating to the history of the association
 - Present a written report to the membership as the official history to be adopted at the annual meeting
14. Provide successor all minutes, records, reports, procedure book and other pertinent materials.
Note: The secretary, as the keeper of the records, is not a signer on the bank account to maintain distance during financial reviews.

THE SECRETARY (CONT.)

MAJOR DUTIES OF A CORRESPONDING SECRETARY

1. Conducts the correspondence of the association. Local PTAs who have the corresponding secretary as an officer must list that officer's duties in the standing rules.
2. Read communications at meetings. In reading correspondence, first read the name of the person and/or organization, and then proceed with the body of the letter or note. Sometimes, the corresponding secretary is asked to serve as newsletter chairman.
3. Write thank-you notes, as requested, to someone who gave a presentation to your PTA meeting.
Note: This responsibility may be assigned to some other office or committee.
When thanking a program participant:
 - Be prompt in expressing appreciation.
 - Date the letter. In an informal note of appreciation, the date may be written below and to the left of your signature.
 - Quote a worthy comment made by the presenter.
 - Reaffirm the group's appreciation for the time and thought the speaker gave to the presentation.
 - Sign the PTA's name followed by your signature. Be sure to identify your relationship to the PTA, i.e., Jane Smith, Corresponding Secretary.
4. Write "sympathy/sunshine" notes, as requested. When writing notes to members concerning grief, illness, a new baby, etc.:
 - Keep in mind that the message is from the PTA, not the writer.
 - Recognize the specific reason for writing.
 - Express the group's interest and reaction to what has happened to the member.
 - End on an appropriate note.
 - Date your letter.
 - Sign the PTA's name and your name as corresponding secretary.

RESOURCES

- Texas PTA S.T.A.R. Co-op
- Local PTA Bylaws
- Local PTA Standing Rules (if applicable)
- Texas PTA Website
- Council PTA and Texas PTA Secretaries

RECOMMENDED TOOLS

- Secretary's Record Books (2) — may be purchased through Texas PTA.
- Robert's Rules of Order Newly Revised

NATIONAL PTA RESOURCES

National PTA provides advocacy support, training opportunities and resources for its PTAs and members. The incoming president may register online at the National PTA website to receive valuable resources that include the PTA *Quick-Reference Guides*, membership supplies, program and advocacy information and special offers from national partners.

Other information is sent to PTAs throughout the year in e-newsletters, advocacy alerts and *Our Children* magazine. Each Local PTA president receives a subscription to this magazine, which is issued five times per year. In addition, National PTA maintains an award-winning website — www.pta.org — as well as a special password-protected website designed exclusively for PTA members. To access the PTA members' website, use the user name and password printed on the back of your membership card.

Sample Minutes

Minutes are the permanent record of all action taken by the association; they are a legal document. The following sample is offered as a guide for the secretary. Wording in *italics* provide an example of how the minutes should be stated.

_____ PTA/PTSA
(Membership/Board) Meeting
(Month, day), 20__

The (*regular/special*) meeting of the (*name*) PTA/PTSA was called to order on (*month, day*), 2__ at (*time*) (*a.m./p.m.*) in the (*place meeting held*) by president, (*name*), the secretary being present or (*name*) acting as secretary. A quorum was (*established/not established*). (*Name*) presented the invocation and (*name*) led the pledge or (*name*) led the pledge and (*name*) presented an inspirational thought. The minutes of the (*previous date and type of meeting*) were: (*Read and approved*) or (*read and approved as corrected*) or (*approved as distributed, posted, or published*) or (*approved as corrected*). The treasurer's report showed: (*beginning balance, receipts, disbursements, ending balance*). The treasurer's report was filed for financial reconciliation.

Reports from officers would follow any correspondence and should be read after the treasurer's report. If votes on the reports are necessary, the minutes should state:

(*Name*) moved the adoption of the (*name of the committee/executive board*) recommendation to (*state exact wording*). After discussion, the motion (*carried/failed*).

Reports from the standing committee would follow in the order given. State who presented the report for each committee and include a summary of the facts and action taken, if any. If the report is very long, it is permissible to attach the report to the official copy of the minutes (with a notation in the minutes to refer to the attachment).

If a member of the association makes a motion, minutes should state who made the motion and the exact wording of the motion. The name of the person who seconded the motion is not included, but the minutes should indicate that the motion was seconded and the action taken. For example:

(*Name*) moved that (*exact wording of the motion*). The motion was seconded and (*carried/failed*).

If a motion is amended, the minutes should not include the amendment(s) or the name(s) of the person(s) making the amendment. The minutes should only state the motion's final approved wording.

If the motion requires a two-thirds (2/3) vote, such as an amendment made to the bylaws or standing rules, the minutes should state that *the amendment carried by a 2/3 vote*.

If an election is held, the minutes should state the names of the nominees and the results of the election. After unfinished business, new business, programs, and announcements have been noted in the minutes, the adjournment is recorded.

The meeting was adjourned at (*time*) (*a.m./p.m.*).

(*Signature*)

(*Name*), Secretary (or Secretary Pro-tem)

Approved (or Approved as Corrected) (*Month, day*), 20__ (*Initials of Secretary*)

Any corrections should be written on the minutes in the correct place and initialed by the secretary.

MINUTES

Minutes are not a report, but a record of the business of the association. They contain a record of what is done, not what is said. Personal opinions are not recorded. Minutes specify in the first paragraph the date, place, time, type of meeting and the names and presence and of the presiding officer and secretary or names of their alternates. Accuracy is the keynote of a good secretary.

The minutes contain a record of all action taken by the group, including the exact wording of every motion, the name of the maker of the motion and the action taken on the motion. Personal opinion and/or discussion are not included in the minutes.

Minutes are efficiently written – complete, concise and accurate. They must be as brief as possible, but include all necessary information.

Action must be recorded in the order in which it took place.

WRITING THE MINUTES

Minutes are written as briefly as possible, and items of business are reported in the order in which the business was presented in the meeting. They record action taken by the group, including:

- The exact wording of motions as stated by the chair. (The presiding officer can require any main motion or amendments to the motion to be in writing before it will be stated by the chair. The secretary can request the presiding officer to require that this be done.)
- The name of the member who moved the adoption of a motion, but not the name of the individual who “seconds” the motion, unless the assembly orders that it also be included.
- The action taken on the motion.

The minutes are typed or written legibly in permanent ink and signed by the secretary. Minutes are recorded in an official minutes record book. This book, also called a ledger, can be a hardbound ledger but must have numbered pages in order to avoid alteration or removal of pages.

Taping the meeting has special considerations. There can be technical issues, it requires 100% consent of

the body and disposal and use in case of lawsuits is another factor.

Each PTA maintains two separate minutes record books — one for the board and one for the membership.

Minutes are read (or printed and distributed) and approved or corrected immediately after the call to order, opening ceremonies and after a quorum has been established.

Should minutes not be available for approval, then those minutes are approved first at the next meeting. Minutes are approved in the order that the meetings occurred.

Minutes of a membership meeting may not be approved at a special meeting.

Minutes are read only to the body creating them, i.e., board minutes and membership meeting minutes for the next membership meeting. Minutes protect the association and its dues-paying members. Unless password-protected, do not post on websites. Do not publish in newsletters or post on doors for non-members to access.

Minutes are signed by the secretary, using the secretary’s given name. Example: Sue Jones, Secretary. The words “Respectfully submitted” represent an older practice that is not essential in signing the minutes.

Minutes of the preceding meeting may be printed and distributed if clearly marked as “draft.”

If the secretary is not present at a meeting, the president appoints a secretary pro-tem, who then provides a draft to the secretary for approval at the following meeting.

After the minutes have been read (or distributed) and approved, the secretary writes “Approved as read (or printed)” or “Approved as corrected,” the date of approval and the secretary’s initials. If your minutes are approved by a three-person committee (e.g. your last meeting of the school year), the review

MINUTES (CONT.)

committee is appointed by the president to approve the minutes. Each committee member will sign and date the minutes after reading and making necessary corrections. The president simply states, “The minutes of the ___(date) meeting were approved by a committee consisting of ___ (names).” If someone wishes to correct those minutes, they may, but the president does not ask for corrections.

CORRECTING THE MINUTES

Corrections are made in ink either above the information (if space allows) or in the margin. Draw a line through incorrect information or indicate an addition. Red ink is preferred. One minutes record book is maintained for board meetings and another for membership meetings.

Corrections are suggested without motion or vote. They may be made whenever an error is discovered, regardless of the time that has elapsed. However, after minutes have been approved, a 2/3 vote is required to amend. Be grateful for corrections to the minutes. At least someone was listening closely enough to detect an error, and those corrections enable you to keep a more accurate record for the association.

Minutes may be corrected whenever the error is noticed, regardless of the time that has elapsed. To correct minutes after they have been approved requires a 2/3 vote. Corrections are made in ink by drawing a line through the information with the correction above (if space allows) or written in the margin. Red ink is preferred to indicate a correction. Nothing is ever erased.

Any member has a right to examine the minutes of the association, but this right must not be abused. The original minutes must not be released from the custody of the secretary except upon written order of the president. If a committee needs records held by the secretary, the secretary provides a copy to the committee chair after consulting with the president.

For help or questions, call the Council PTA or Texas PTA secretary.

CONTENTS OF MINUTES

1. First paragraph
 - Kind of meeting (membership, special, adjourned)
 - Name of association
 - Date, place and time of meeting
 - Quorum established
 - Presence and names of president and secretary or names of their alternates
 - Details of whether minutes of previous meeting were read (or printed and distributed) and approved (or approved as corrected)
 - Names of members present (usually in board or committee meetings with 20 or less members) may be included or attach a sign-in sheet.
2. Second paragraph: Treasurer’s report
 - Beginning balance (ending balance at last meeting)
 - Total receipts (since last meeting)
 - Total disbursements (since last meeting)
 - Ending balance (current meeting date)
 - Attach report to the minutes
3. Third paragraph: Communications reading
4. Fourth paragraph: Reports of the board, standing committees, special committees (copies of reports may be attached to minutes)
5. Unfinished and New Business Motions--Separate paragraph for each subject covered
 - All main motions (except those withdrawn), name of maker of motion, second, disposition of motion, whether adopted or not adopted
 - Announcement of previous notice of motions to be made at a later meeting
 - Points of order and appeals, whether sustained or lost
 - Number of votes for and against on a vote by ballot or a counted vote
6. Program topic, method of presentation, names of participants
7. Announcements
8. Time of adjournment—no motion necessary
9. Signature, typed or printed name and title of secretary (“Respectfully submitted” is not used in signed minutes)

SUGGESTED PTA MEETING AGENDA

To be well run, a meeting must be well planned. The secretary, as keeper of the official records of the association, can be of much help to the president in planning an order of business. By referring to the bylaws and minutes of previous meetings, help the president to see that all required business is included at the proper time and on the proper date. By checking the minutes of the previous meeting, the secretary can make sure that no “unfinished business” will be forgotten.

TEXAS PTA SUGGESTS THE FOLLOWING MODEL AGENDA:

Item

Sample Statements

Call to Order

The president, as the Chair, stands, raps the gavel once and calls the meeting to order.

“The meeting will please come to order.”

Opening Ceremonies

An invocation, the Pledge of Allegiance, or a poem, song or inspirational message is conducted.

“The secretary will read the minutes of the previous meeting. Are there any corrections? The minutes stand approved as read, posted or distributed.” OR
“The minutes stand approved as corrected.”

Reading and Approval of Minutes

Secretary stands, addresses the Chair and reads the minutes-- unless they have been posted or distributed.

“We will have the treasurer’s report. Are there any questions? The report will be filed for” financial reconciliation

Report of Treasurer

No motion is needed for adoption of report unless report is reconciled.

“Are there any communications?”

Letters or Communications

Communications are read by the secretary and are acted upon as read if action is required.

“We will hear the report of the board by the secretary. You have heard the recommendation. Is there discussion?” (Follow steps of a motion.)

Report of the Board

A summary report (not the minutes) is read for the information of the members. Recommendations will be voted upon one at a time, the secretary moving the adoption of each.

“We will hear the report of the _____ Committee given by Mr. _____, chair. Are there any questions regarding the report? If not, the report will be filed.” Or “By direction of the _____ Committee I move the adoption of the recommendation to _____.” (Follow steps of a motion.)

Reports of Standing Committees

The Chair calls for the report of the committee, not the chair’s report. The person making the report moves the adoption of any recommendation. If no recommendation is made, no motion is needed. The committee chair need not be recognized if there is no report.

SUGGESTED PTA MEETING AGENDA (CONT.)

Item (Continued)

**Special Committee and/or Special Orders*

Unfinished Business

Minutes of the previous meeting will indicate any unfinished business.

New Business

The Chair or members may bring new business before the membership. A motion is necessary before discussion and vote.

Program

The Chair introduces 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 Chair.”

Announcements

Date of the next meeting and important activities will be announced. If there is a social time following the meeting, announce as well.

Adjournment

No motion is necessary to adjourn.

Sample Statements (Continued)

“The Chair knows of no unfinished business, therefore the next business in order is that of new business.”

“Is there any new business to come before this membership?”

“The program will be presented by Mr. _____, Program chair.”

“Mister or Madam President, this concludes the program.”

“Are there any announcements?”

“If there is no objection, the meeting will now adjourn (pause). Since there is no objection, the meeting is adjourned.”

TIPS FOR SECRETARIES

PREPARATION

If you are required to take the minutes of the meeting, bring along pens, writing paper, and blank motion forms. Arrive at the meeting site early to ensure that everything is ready. To take the minutes, have plenty of materials available (paper, forms, etc) to get through a possibly lengthy session. Make sure you have a copy of the agenda, the roster, as well as any reports, financial statements, or other documents that may be referred to during the meeting.

WHAT TO RECORD

The most difficult part of taking minutes is deciding what information has to be written down verbatim, what can be paraphrased, and what is nonessential for the official record. Minutes are meant to be concise, factual and objective records of what has happened during the meeting. Therefore, you cannot allow personal preferences to influence your note-taking, and you cannot give more weight to what certain people say while not recording the pertinent remarks of others. You must be able to interpret statements for what is truly being said--not what you hear by way of the deliverer's voice inflections, intonations or mannerisms.

It can be very difficult to discriminate from among all the opinions and facts just what will be recorded in the minutes, and to record the proceedings fairly, it is necessary to take a disinterested position. As a recorder, you must listen carefully and take down information even when more than one person is talking at the same time, insuring that you attribute all statements to their correct sources.

It is necessary to record motions verbatim as well as names of the individuals those who made them. You may want to have blank copies of motion forms or index cards for this purpose.

RECORDING GUIDELINES

To begin your note-taking, follow these guidelines.

- Write down the date, location and time the meeting begins.
- Record the names of those present and absent (usually if the number is 20 or less). A quorum check is necessary for larger meetings.
- Identify the type of meeting (such as membership, board, special, adjourned).
- Identify the presiding officer and secretary or their alternates.
- Record the action. When the meeting begins, key your notes to match numbered items on the agenda. When drafting, you simply refer to your agenda to transcribe the key.
- You may want to number the motions as you receive them in order to place them correctly as the action occurred.
- When you receive the copy of the motion, make sure it contains the name of the person who made the motion, whether there was a second, the date, and whether the motion was made in the board or membership meeting.
- Remember: If a motion is withdrawn, it is as though it never happened.
- If deciding to personalize a template to help record the minutes for meetings, make sure template is consistent with the agenda that is drafted. You may want to bullet your entries in order to facilitate the recording of all actions.
- Consider making a template for the order of business and make it available for the minutes review committee to follow the proceedings as well.
- Record the time of adjournment.

Since the minutes serve as the official records of meetings, it is imperative that they be objectively recorded and conscientiously transcribed into a final document.

TIPS FOR SECRETARIES (CONT.)

DRAFTS

When you sit down at your computer, you must have the following materials accessible:

- The agenda
- Your notes Robert's Rules of Order Newly Revised
- Any reports or other documents distributed at the meeting
- Verbatim copies of motions
- Copy of bylaws

FORMAT GUIDELINES

Prepare a draft according to these general guidelines. To determine the specific format, examine previous copies of the minutes in your files, and follow the format established for your PTA unless it has been determined that you will use a new format.

- Double space the draft, even if the final version will be single spaced, so that handwritten corrections can be made between the lines.
- Number the pages consecutively at the top or bottom of the pages.
- Identify the meeting and date at the top of the page.
- Identify the participants (if 20 or less — according to the guidelines established for your PTA) and the presiding officer and secretary in the first paragraph, and state when the meeting was called to order.
- Make sure that you indicate there was a quorum present in order to proceed with the order of business.
- Use subheads for different topics if warranted by the length and complexity of the minutes.
- Conclude with the time of adjournment.
- Assemble all attachments for inclusion with the final copy.

COPY DISTRIBUTION

It is good practice to present the president with a draft to help find misinterpretations or sensitive material that should not be printed.

FINAL COPY

The final copy may be single or double spaced. Check copies of previous minutes for your PTA's preferred style. Most minutes are written in a narrative style.

Once minutes are approved, all drafts, notes and audio or video recordings will not be retained in the official files; they must be discarded.

You may keep a copy of the minutes on your computer to transfer to CD to give to successor.

Sample Motion Form

I move that:

Printed Name _____

Signature _____

Date _____

For Secretary's Use

Meeting _____

Date _____

Motion Number _____

Carried _____

Amended _____

Failed _____

Withdrawn _____

OFFICER & CHAIR REPORT FORM

Name _____

Position _____

Meeting _____

Date _____

- * Please use this form to write the points of your report to be recorded in the official minutes. Please give completed form to the secretary before the meeting is adjourned.
- * Please type or print.

CALENDAR

June	National PTA Convention
July	Summer Leadership Seminar
July	Texas PTA Annual Meeting held in conjunction with Summer Leadership Seminar (odd-numbered years)
September	Texas PTA Connection Day
September 1	Fall deadline for submission of proposed legislative positions and resolutions to Texas PTA
September 30	Early-bird membership reporting date
October 15	“Active” status membership reporting date
November	Emerging Leaders Academy application deadline (online only)
December 1	Membership increase reporting date
December 1	Texas PTA student scholarship application deadline (online only)
January	Texas Legislative Session begins (odd-numbered years)
January 15	Deadline for advancing Reflections entries to be received by Texas PTA
January 15	Texas PTA faculty scholarship application deadline (online only)
February	Rally Day at the Capitol (odd-numbered years)
February	Texas PTA Family Engagement Conference and Annual Meeting (even-numbered years)
March 15	Spring award membership reporting date
April	Statewide Reflections Award Ceremony
April 30	Spring deadline for submission of proposed legislative positions and resolutions to Texas PTA
May 1	Report newly-elected officers to Texas PTA
May 15	Local and Council PTA awards submissions deadline (online only)
May 31	Texas Legislative Session ends (odd-numbered years)

CONTACTS

NATIONAL PTA

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RESOURCES

Texas PTA is committed to providing our volunteer leaders across the state with the knowledge and skills they need to be successful in their role within PTA. Access to quality educational resources is a key component in supporting this success, as well as continuing to build strong Local and Council PTAs.

FOUNDATIONS

FOUNDATIONS courses provide a broad overview of “what” PTA is, and share important information that every PTA leader should know. In addition to the courses offered for all board members, Texas PTA has also created a series of brief *FOUNDATIONS* courses that provide general information for many Local PTA board positions. It is important to note that these position-specific courses are not meant to be comprehensive training, rather a quick review of each position for newly-elected or prospective nominees. Other than *FOUNDATIONS: Leader Orientation*, all *FOUNDATIONS* courses are web-based presentations

ALL BOARD MEMBERS

- Council PTA Board Orientation
- Inclusiveness
- Leader Orientation
- Local PTA Board Orientation

POSITION SPECIFIC

- Arts in Education
- Communications
- Environmental Awareness
- Fundraising
- Healthy Lifestyles
- Historian
- Legislative Action
- Membership
- Parent Education Programs
- Parliamentarian
- President
- Secretary
- Treasurer
- Volunteer Coordinator

BASICS

The *BASICS* series contains detailed information to support volunteer leaders in their specific board position. Texas PTA strongly encourages every board member to attend a *BASICS* course for their own position, as well as any other related positions.

BASICS courses are currently available for face-to-face presentations during Summer Leadership Seminar and through your Council PTA or Field Service Representative, as well as scheduled web-based trainings hosted by Texas PTA. In addition to the training presentation, all *BASICS* courses have a companion Resource Guide and Quick Start Guide. These guides are available for free download from the Texas PTA website or for purchase through Texas PTA’s online store. Courses marked with an asterisk (*) will debut in Summer 2014.

- Arts Education
- Communications
- Environmental Awareness*
- Fundraising
- Healthy Lifestyles
- Legislative Action
- Membership
- Parent Education / Programs
- Parliamentarian
- President
- Secretary
- Treasurer
- Volunteer Coordinator*

SPOTLIGHTS

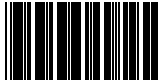
PTAs have many unique programs, processes and responsibilities as healthy, thriving non-profits. *SPOTLIGHTS* courses offer an in-depth review of some of these most important and recurring PTA functions.

SPOTLIGHTS courses are available during Summer Leadership Seminar and through on-demand, web-based presentations hosted by Texas PTA.

- Bylaws and Standing Rules
- Conducting a Meeting
- Financial Reconciliation
- Nominations and Elections

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Secretary's Resource Guide

\$7.50



350



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