

Duties of the Secretary

In addition to the duties of every officer, the duties of the Secretary are:

Maintain an accurate record of PTA membership as received from the membership chair or committee

Record all business transacted at each meeting of the board and general membership and present the minutes for approval at the next meeting. Remember – if it's not in the minutes, it didn't happen!

Have on hand for reference at each meeting, a copy of the PTA's bylaws and standing rules; the agenda; the minutes of previous meetings, including treasurer's reports; a list of committees, including names of members of committees; and a list of the membership

Read or distribute copies of the minutes of any previous meeting upon request

Call the meeting to order in the absence of the president and vice president, unless the bylaws specify otherwise, and preside until a chair pro tempore is elected

Act as custodian of all records, except those specifically assigned to others, and promptly deliver all records to successor.

According to the IRS, minutes need to be treated as a permanent file and kept forever.

Source: Iowa PTA website <http://www.iowapta.org/>