



Bell Elementary PTSA Secretary - Role Description

1. Take minutes and record all business transacted at each Executive, Board, and General meeting of the Bell PTSA, making sure all minutes are complete, including sign-in sheets and motions made
2. Prepare the minutes for approval at the next meeting
3. Provide the minutes (both unapproved and approved) to be posted on the PTSA website
4. Plan the meeting agendas with the President and inform the President of any unfinished business from prior meetings
5. Ensure that the Board and Membership have been notified of meetings twice. Once no less than 2 weeks prior and the second time no less than 10 days prior to the meeting.
6. At meetings: determine if a quorum is present, handle attendance, and in the event that the President is not in attendance call the meeting to order and follow the procedure in the Standing Rules.
7. If unable to attend a meeting, ask someone to act as Secretary to present minutes from previous meeting and take minutes of current meeting
8. Keep and up-to-date roster of all Committee Chairs
9. If not previously trained, attend a State PTA Secretary training
10. By June 30 of the current school year, ensure that both copies of the Legal Documents notebook and Permanent Records are in order and ready to transfer to new officers
11. Maintain the Secretary notebook (digital and printed) and pass it on to the incoming Secretary with instructions
12. Maintain digital and printed copies of all minutes, correspondence, committee reports, newsletters, meeting notices, etc. in the official files of the unit



BELL PTSA ORGANIZATIONAL STRUCTURE

