

Carol Rae Ranch Elementary School



Parent Teacher Student Organization

Role of Parent Support Organizations

To promote and contribute assistance to provide resources in the areas of educational programming, fund-raising, School/District representation, social events, and encouraging parent involvement in the school community.

Duties of Officers

The general duties of the officers are stated in recognized parliamentary authority; general and specific duties are included in the bylaws and standing rules of the particular organization. The following list includes those duties generally considered important for good performance.

ASSIGNMENT: Secretary

A good Secretary will **keep the organization on task** by referring back to the agenda during meetings and **recording the business** of the organization. The secretary must keep an **accurate record** of the organization's proceedings, recording motions, votes, and action items.

Their role is one of **communication**.



ASSIGNMENT: Secretary

1. Send an announcement of the meeting (date and time).
2. Prepare list of unfinished business for President. Works with President to create an agenda.
3. Send the agenda and draft of the Minutes of the previous meeting out to board prior to meeting.
4. Have ready for reference in meetings: minutes, bylaws and policy references, roll of members, other pertinent lists.
5. Take accurate notes of proceedings and transcribe them into permanent form immediately following the meeting. Request that complicated motions be provided in writing, signed by the maker of the motion.
6. Write minutes in brief, carefully worded sentences. Record action items and motions with votes.
7. Sign minutes with your full name. When approved or corrected, sign with date of approval. Write corrections in the margins.
8. Send a copy of minutes to the President (and board) within a reasonable time.
9. Read correspondence if there is no Corresponding Secretary; read reports of absentee members.
10. The Secretary may make motions, debate and vote.
11. Sign with other officers' official papers and documents as prescribed.
12. Call a meeting to order in the absence of the presiding officers and preside over the election of a temporary Chair.
13. Ensure the approved minutes are included in the permanent record of the organization.

Bylaws Article VII: Duties of Officers

3. The Secretary(s) shall: a.Keep an accurate record of the proceedings and of all the meetings of the organization, and a roster of registered members b.Distribute official minutes to each Executive Board member and others determined by the Executive Board c.Maintain the PTSO Book of Record d.Be prepared to refer to minutes of previous meetings e.Conduct necessary correspondence for the organization in cooperation with the Executive Board f. Contact Executive Board for monthly meetings g.Perform other delegated duties as assigned h.Record the results of all Executive and General Membership votes