

St. Joseph PTA Council
Secretary
Job Description

ARTICLE VIII: DUTIES OF OFFICERS

Section 3. The secretary shall:

- a. Keep a correct record of all meetings of the St. Joseph Council PTA. The minutes are to be typed and saved to a flash drive. A printed copy will be kept in a binder in chronological order.
- b. Be prepared to read the records of any previous meetings;
- c. File all records;
- d. Keep an accurate roster of the names of the local PTA/PTSAs in membership, the names and addresses of the council executive committee, a list of all standing and special committees, and other duties as may be delegated.
- e. Forward to the state office no later than March 31, the names and addresses of the newly elected officers.
- f. Have a current copy of the bylaws.
- g. Collect and preserve documents relating to the history of the St. Joseph Council PTA.
- h. Prepare an annual report of the work done by the St. Joseph Council PTA.
- i. One (1) copy of this annual report will be placed in the permanent file of the President of the Council and also published in the last issue of Clippings.
- j. Conduct such correspondence of the Council as directed.
- k. Maintain a file of all letters to the Council and of correspondence from the St. Joseph Council PTA.
- l. Advise on all questions asked of parliamentary procedure at Council meetings. Bring the Council's copy of "Robert's Rules of Order" to all Council meetings for reference.

Section 6. All officers shall:

- a. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, or executive committee or board; and
- b. turn over to the president (with the exception of Treasurer and Ways & Means Chairman) within ten (10) days after the annual May meeting, all records, books, and other materials pertaining to the office, and shall return to the treasurer, without delay, all receipts and funds pertaining to the office upon the expiration of the term of office or in case of resignation.

ARTICLE IX: EXECUTIVE BOARD

Section 1. Each board member of this council PTA shall be a member of a local PTA within the area of the council.

Section 2. A PTA member shall not serve as a voting member of this council PTA while serving as a paid employee of, or under contract to, this council PTA.

Section 3. The members of the board shall be:

- a. elected officers;
- b. standing committee chairs

Section 4. The affairs of the St. Joseph Council PTA shall be managed by the executive board in the intervals between PTA council general membership meetings. Duties of the board shall be to:

- #a. select an auditor or a review committee to review the treasurer's accounts whose report shall be submitted to the voting body for adoption; a copy must be submitted to Missouri PTA;
- b. carry out such business as may be referred to it by the membership of the council PTA;
- c. act in emergencies between meetings of the council;
- d. meet as soon as the officers have been duly elected, for the purpose of formulating

tentative plans for their term of office and approve chairmen of standing and special committees;

- e. approve plans of work of council's standing committees;
- f. present a report at the regular general membership meetings of this council PTA;
- g. prepare and submit an annual budget to the council PTA's general membership for adoption;
- h. approve payment of routine bills within the limits of the approved budget; and
- i. fill vacancies in any office.

Section 5. Regular meetings of the board shall be held as designated by the board at its first meeting. A minimum of four (4) executive board meetings must be held per year as well as a planning meeting.

Section 6. Special meetings of the board may be called by the president or upon the request of a majority of the members upon three (3) days written notice to each member of the board.

Section 7. At all meetings of the executive board, five (5) members of the board shall constitute a quorum for the transaction of business.

Section 8. If any member of the board shall at any time cease to meet the qualifications or fulfill the duties of the position or fail to attend 80% of meetings unless through board approved extenuating circumstances, that person may be removed from the board by a resolution adopted by the board.

Section 9. Upon the expiration of the term of office, or when individuals cease to hold the position that entitles them to be a member of the board, they shall automatically cease to be a member of the board and shall be relieved of all duties and responsibilities incident to such membership. All records, books and other materials pertaining to the position shall be turned over to the president and all funds pertaining to the position shall be returned to the treasurer within fourteen (14) days.

Other Duties shall include:

1. Present a plan of work for this office.
2. Shall submit articles to Clippings; as assigned. Keeping one copy for this procedure book.
3. Be a member of committees:
 - a. Founders Day
 - b. St. Joseph PTA Council Lifetime Leadership Award
 - c. Davis-Langamach
 - d. Outstanding PTA Unit
 - e. Outgoing secretary will also serve on the budget committee
4. Postal mail notices monthly General Meetings are September, October, November, December, January, March, April and May
Notices for this meeting go to:
Council Executive Board
PTA Presidents
St. Joseph School District Downtown Office
All School Principals
5. Shall perform the duties outlined in the bylaws and those assigned from time to time.
6. Study the bylaws to familiarize yourself with procedure.
7. Keep files/procedure book of this office up to date.
8. At the end of each year; an annual report must be written and placed in this procedure book to pass along to your successor.

Suggested Plan of Work Outline

Each chairman should present a plan of work to the executive board for consideration at the beginning of the term in office.

This plan of work should include:

1. Your understanding of the responsibilities of your chairmanship.
2. Your goals as a chairman for your particular chairmanship.
3. How each goal is to be accomplished? (Plans and time frame)

Goal: _____

Strategies 1. _____

2. _____

3. _____

Goals and strategies might include:

1. Your plans to promote your chairmanship/program.
2. Your plans to submit article(s) to Clippings.
3. Your plans to keep the procedure book up to date so that it can be passed along to your successor.

Make copies of your plan of work for:

- A. The procedure book
- B. Council President
- C. Clippings Editor