

## Procedure Book?



A Tool Kit necessary for every  
PTA/ PTSA



## Why Do You Need One?

- Helps you perform your task and fulfill the responsibility of your position/job
- It provides continuity in your PTA/PTSA
- It provides a starting point for your successor



## Who Should Have One?



- All officers and Committee Chairs
- Remember the secretary keeps the official records of the PTA and should have all the original documents.
- Copies go in the procedure books



## Creating The Procedure Book

- Materials
  - Three-ring binder
  - Purchased by the PTA
- Contents
  - All materials and information needed for the job



## What goes in a Procedure Book?

- Your name, address, telephone number, fax number, e-mail address, and period served.
- Directory of Officers, Committee Chairmen and members of the committees, other contacts (if applicable to your job). Include name, address, telephone numbers, fax numbers, and e-mail addresses.
- Association bylaws, standing rules, and current budget.
- All correspondence and information pertaining to your office.
- Your plan of work and calendar (school, PTA, etc.).



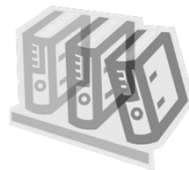
## What goes in a Procedure Book?

- Notes from workshops, conferences, and conventions you have attended.
- Copies of any reports sent to County Council, State or National.
- School/PTA/Council Newsletters.
- Any other resource material you have found to be helpful.
- Evaluation of the year's work and suggestions for improvements.



## Procedure Book For .....

- Parent/ Family Involvement events
- Reflections
- Elections
- Legislative/ Advocacy
- Fundraisers
- Membership



## Property Of...

- Your PTA!  
The procedure book is property of the association, and **NOT** of the person who is using it that year.



## Contact Information

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## PTA Secretary

Easiest Job in PTA  
NOT!!!



10

## Tools Of The Trade

- Procedure Book
- Bylaws and Robert's Rules
- Dictionary (spell check)
- Motion book
- Paper, Pens, etc...



11

## Secretary Duties (Recording)

- Accurate record of business meeting
- Accurate list of members
- Calls meeting to order in absence of president or vice president
- Assist in planning agenda
- List of reference materials



12

## Secretary Duties (Recording Cont.)

- Sign orders on the treasury
- Acts as custodian of records
- Delivers all records

## Secretary Duties (Corresponding)

- Processes correspondence
- Notifies members of their elections
- Sends names to appropriate people
- Handles production of publications

\* Note, if there is only one secretary then these duties become the responsibility of the recording secretary.

## Meetings

### Duties During the Meeting

- Conducts roll call
- Determines a quorum
- Counts a rising vote
- Reads or Distributes minutes of previous meeting
- Records the business transacted

## Meetings

### Duties After the Meeting

- Promptly writes up the minutes
- Follows up on actions taken
- Files the minutes

## Preparation of Minutes

- Kind of meeting
- Address of Meeting Place
- List of those present
- Name of presiding officer
- PTA Purposes
- Approval of previous minutes
- Treasurer's Report

## Preparation of Minutes (Cont.)

- Officer's Reports
- Committee Reports
- Administration Report
- Unfinished Business
- New Business

## Preparation of Minutes (Cont.)

- Announcements
- Program
- Adjournment
- Signature?

## Contents of Minutes

- Order of Business
- Motions
- Should be brief
- Permanent

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