



President and Secretary How They Work Together

Amany Messieha Dgheim, NYS PTA President

Melissa Cancro, NYS PTA Secretary



THE PTA EXECUTIVE COMMITTEE

- **President or Co-Presidents**
- **Vice President(s)**
- **Recording Secretary**
- **Corresponding Secretary**
- **Treasurer**



As per the officers listed in Unit Bylaws



THE SECRETARY

Maintains Accurate Records of:

- Membership as shared by membership chair
- Business transacted in meetings
- Approved Bylaws and Procedures
- Meeting Agenda
- Meeting Minutes including Treasurer's Reports
- Additional duties if there's no Corresponding Secretary





BEFORE THE MEETING

The President and Secretary Collaborate in:

- Planning and preparing the meeting agenda
- Preparing membership lists for attendance and voting
- Preparing digital or printed copies of minutes of previous meeting(s) for approval
- Assuring current Bylaws, Procedures, Policies and Rules (Robert's Rules of Order) are on hand to refer to





THE AGENDA

A well thought agenda:

- Provides structure for the PTA meeting
- Assures the PTA's business is accomplished
- Prioritizes what to accomplish and when (avoids surprises)
- Maintains meeting order and timeliness (timekeeper)
- Assures no business is overlooked
- Allows for information sharing
- Allows organized and productive discussion
- Helps manage disruptions or contentions





DURING THE MEETING

The Secretary:

- Establishes and announces a quorum after counting members in attendance
- Shares digital or printed copies of minutes of previous meeting for approval
- Records meeting attendance, events, and times meeting is called to order, recessed and adjourned.
- Counts/Records a rising (standing), closed or electronic vote when requested (tellers)
- Furnishes delegates with credentials for voting at Annual Business Meeting
- Calls meeting to order in absence of President and Vice President(s)
- Conducts election of President pro tempore





AFTER THE MEETING

The Secretary:

- Reviews with president and finalizes minutes of previous meeting
- Assures all passed and defeated motions are accurately recorded and posted
- Assures Bylaws, Policies, Procedures and Job Descriptions are regularly updated





PRESIDENT AND SECRETARY

Our Collaboration



PTA SUCCESS





President@nyspta.org

Secretary@nyspta.org

www.nyspta.org

<https://nyspta.org/home/pta-leaders/nyspta-resource-guide/>



SLC 2024 Workshop Evaluation