## Administrative Vice President / Recording Secretary

**Placement**

Slated by Nominating Committee

Elected by PTA Membership

**Roles up to**

President

**Commitments**

* Officer, Executive Board

**Primary Responsibilities**

1. Record proceedings of executive board and association meetings
   * Record membership attendance
   * Keep an accurate, concise, permanent record of the proceedings of all meetings of the association and of the executive board.
   * These minutes are the legal record of the PTA/PTSA and the original copy of the minutes is known as the master copy
   * Prepare the minutes and give a copy to the president within one week after each meeting
   * Bring copies of the minutes to the meetings
   * Make all corrections to the official minutes
   * Retain copies of all handouts from meetings
   * Read the minutes of any previous meeting, when called upon to do so
2. Works with the President to prepare and update the PTA Calendar
3. Assist the President with administering the executive board and association meetings as well as the leadership training held at the beginning of the school year
   * Working closely with the president, prepare agendas and bring copies of the agenda and any other handouts as appropriate
   * Post the association meeting agenda 7 days in advance in the PTA Nook
   * Set up the meetings in advance (chairs, tables, A/V equipment, etc.)
   * Ensure a laptop and document reader are available if needed (load with presentations in advance)
   * Manage the refreshment lists and send reminders as appropriate
   * Bring copies of the latest calendar if changes have been made since the previous meeting
   * Help publicize the association meeting online, in the eBlast, on Facebook, and in other creative ways deemed appropriate
   * In the absence of the president, call the meeting to order and preside until the election of a chairman pro tem, unless the bylaws specify otherwise
   * Be prepared to help count a rising vote when requested, and have blank paper available for voting by ballot
4. Manage the creation and distribution of the Back to School packet (working closely with the President, Direct Appeal Chair, Volunteer Coordinator VP, and Membership VP)
   * Collect materials from appropriate leaders and office staff
   * Arrange for copying and distribution
5. Obtain resources from predecessor:
   * Recording Secretary’s minute book with minutes of previous meetings and other materials
   * Minutes (Association) are entered into a bound book, and the original copy is pasted into the bound book
   * Minutes contain a record of action taken by the group, with action recorded in the order it took place.
   * Personal opinion and discussion are not included
   * Minutes shall not be posted on any website; however, a summary of association minutes is appropriate
6. At least once per week, sign authorizations for payment (found in the Treasurer’s drawer in the PTA Nook)
7. Manages the Year End Reporting Process:
   * Distributes outgoing reports (collected by predecessor) to incoming leaders before the school year lets out
   * Trains leaders at the Leadership Training at the beginning of the school year by reviewing template and its importance
   * Reminds leaders after the December holidays
   * Collects reports (goal is 100% completion)
   * Distributes reports to successor as well as incoming and outgoing Presidents
8. Serves as an officer on the Executive Board, therefore
   * Performs duties as may be prescribed in the bylaws and standing rules, or assigned by the association
   * Attends PTA sponsored workshops or trainings
   * Attends council, district, and state PTA meetings as appropriate
   * Safeguards the financial assets of the PTA by strictly adhering to PTA financial procedures as outlined in the bylaws and state and National PTA guidelines
   * Maintains a current procedure book with timeline and writes a comprehensive Year End Report to pass on to succeeding officer
   * Protects members’ privacy by utilizing member information for PTA work only
   * Should become knowledgeable of the contents of the following resources:
     + *California State PTA Toolkit*
     + Unit, council, district, and state PTA bylaws
     + *Insurance and Loss Prevention Guide*
     + California State PTA website: www.capta.org
9. Serves as a resource for the President by:
   * Preparing and reviewing agendas, articles and other documents for the President
   * Exchanging ideas for meetings and issues
   * Taking on any special projects as needed
   * Attending meetings as requested

**Time Commitment**

* This position requires approximately 5 hours per week
* This position requires attendance at monthly board meeting and bi-monthly membership meetings
* The editing requires excellent writing skills and the ability to turn around documents within 24 - 48 hours
* August/September will be heavier months with Back to School prep

*Revised 1.30.17*