



The PTA Secretary should have these items at each meeting:

- Bylaws and standing rules
- Meeting agenda
- Minutes from the previous meeting, to be reviewed and approved (with or without amendments) by members.
- Signed and approved minutes of previous meetings, including treasurer's reports (This can either be a binder or electronic versions of previously approved minutes)
- File or correspondence received and responses (if there is no corresponding secretary)
- A list of unfinished business
- A list of committees chairs and members
- A list of the membership
- Motion forms
- Ballots or paper for ballot voting
- Robert's Rules of Order Newly Revised, 11th Edition
- Dictionary
- Calendar
- Materials for note/minute taking