**The bylaws committee has received a recommendation to add the Executive Board position of Corresponding Secretary to the new bylaws.**

**We currently have the position of Recording Secretary. Their responsibilities are below.**

**RECORDING SECRETARY**

The recording secretary is the third mandatory officer on the executive board. As with all PA/PTA officers, the precise roles and responsibilities should be defined by your PA/PTA’s [bylaws](https://ptalink.org/topic-areas/running-a-pa-pta/bylaws). Generally though, the recording secretary is responsible for all non-financial PA/PTA records and communications with the PA/PTA membership.

The other responsibility that [CR A-660](https://www.schools.nyc.gov/docs/default-source/default-document-library/a-660-english) assigns specifically to the recording secretary is transferring the PA/PTA’s bylaws, meeting notices, agendas and meeting minutes to the incoming recording secretary before the end of his/her term. As with the other mandatory officers, the secretary is also one of the mandatory selectors of the parent members of its corresponding CEC or Citywide Education Council.

While, the recording secretary’s responsibilities are defined by your bylaws, the DOE’s PA/PTA Bylaws Template suggests that the recording secretary be responsible for:

* recording minutes at all PA/PTA meetings.
* preparing minutes of each PA/PTA meeting, and reading and distributing copies of the minutes at the next PA/PTA meeting.
* preparing notices, agendas, sign-in sheets and materials for distribution.
* maintaining custody of the PA/PTA’s records on school premises.
* incorporating all amendments into the bylaws and ensuring that signed copies of the bylaws with the latest amendments are on file in the principal’s office.
* reviewing, maintaining and responding to all correspondence addressed to the PA/PTA.
* assisting with the June transfer of records to the incoming executive board.

***Some PA/PTAs establish an additional position in their bylaws to share these and other board responsibilities (e.g., communications or corresponding secretary).***

**COMMUNICATIONS SECRETARY**

Communications or corresponding secretaries often are tasked with:

* creating and maintaining an accurate list of the names, addresses, phone numbers and email addresses of the executive board members.
* notifying PA/PTA membership of meetings prior to the meeting date.
* creating and distributing notices to the membership.
* responding to all incoming correspondence from PA/PTA membership.
* recording minutes if the recording secretary is not present at a meeting.

**JBD PTA RESPONSIBILITIES**

The role of the Communications Secretary at John B. Dey is to work directly with the PTA President and to alleviate some of their workload by communicating through various modes with teachers, staff, parents, the Executive Board and general PTA membership.

* Write and submit Friday Focus
* Create posts for Facebook
* Work with the Webmaster to update PTA website
* Work with the room liaison chairperson to write correspondence to parents
* Send PTA correspondence via Memberhub
* Email correspondence with teachers, staff, parents, the Executive Board and general PTA membership
* Perform other delegated duties as assigned