

Building Council Secretary Checklist

District Parent Council

Updated September 2021

Parent Council Secretaries are responsible for the writing, distribution and storage of all meeting minutes. 501(c)3 non-profits must keep records of the proceedings and actions of their organization in order to maintain a valid status. Dependable storage of past minutes is crucial in the event of an IRS examination.

I. Minutes should include

1. Title

- Name of group
- Kind of meeting (regular council meeting, special, exec board)
- Date
- Time

2. List of All Persons in Attendance

- Requires use of a sign in sheet at each meeting

3. Name and Title of Presiding Officer

4. Acknowledge Review & Approval of Previous Meeting Minutes

- Approval may be held via email, official vote may be taken via email if your parent council chooses.
- Corrections would be made retroactively, in brackets, to the original minutes. The current minutes at which the corrections are made would simply state "approved as corrected."

5. Brief Summary of Reports

- Officers & Chairs
- Optional: Include summary of written absentee committee reports

6. Record each individual Action Item

- Name of member who made the motion and the member who seconded the motion.
- Outcome of the motion.

7. Brief Mention of Special Speaker or Program Topic

- Names of participants
- Method of presentation (PowerPoint, distribution of report, etc.)
- Summary

8. Record Results of any Resolutions Adopted

9. Hour of Adjournment

10. "Signature" of Secretary

Note: The minutes should also include review and approval of the agenda (informal, no official vote need be taken) but that is a Roberts Rules requirement, not a legal one.

Example agenda approval: Distribute agendas at start of meeting - ask if anyone has a change to make - "Hearing none, it is approved"

II. Distribution

1. Minutes should be reviewed by the President within a week of the meeting.

President may:

- Ask that they be distributed at the next regular meeting of the Council to be approved at the start of the next regular meeting. Minutes can only be provided to members and posted at school or online as "unapproved minutes" until full council review and approval at the next regular meeting.

-- or --

- Ask that they be distributed electronically to all Board officers (and as a courtesy, distribute to others present at the meeting) for an electronic review and approval prior to the next regular meeting. This method requires collection of all attenders' email or home mailing address information along with names on the sign in sheet.

2. Minutes can be provided to members and posted at school or online as approved once an agreed upon time has passed. Written copies should be available at the next regular council meeting and the President should mention at the start of that meeting that they are there for information only as they have already been reviewed and approved electronically by the Council Board.

III. Storage

1. All councils should keep a file with written copies of minutes either in a school office cabinet and/or in a secretary "minutes" file book.
2. Typically, councils archive minutes for 7 years and keep the most recent 2 years readily accessible for meeting reference. IRS rules suggest that historical minutes be stored ad infinitum. The above should be used as a guide only and is based on the Roberts Rules of Order. For more details and specific information go to <http://www.parlipro.org/minutes.htm>