



# You Are the NEW PTA President

Now what do you do???



# Congratulations!

- You've been elected PTA President
- Knowledge is Key – Attend Leadership Training Workshops and Conferences
- Make use of your resources



## The Leader of the Team

- Leaders are not born – they are developed through learning and experience
- Lead by example, motivation and inspiration and others will follow
- Open up new avenues to the inexperienced
- Do it ~ Delegate it ~ Dump it
- ALWAYS express thanks & recognition



## President's Duties

- Preside at all meetings
- Along with Executive Committee appoint chairmen and committee members
- Coordinate work; approve all materials prior to distribution
- Sign all payment authorizations and contracts
- Be familiar with financial procedures
- Be an authorized check signer



## President's Duties

- Be the official representative of the association at council meetings as required in your bylaws
- Be responsible for the annual report
- Be the official contact
- Meet with the site administrator (Principal, Superintendent)
- Perform other duties assigned by the association



## Representing PTA

- Remember you represent PTA wherever you go
- Be careful that you always represent the PTA accurately, fairly and with dignity
- Help your unit members to be knowledgeable about PTA positions
- Share the Bylaws, Basic Policies, “Where We Stand” and position papers



## Bylaws Rule

- Unit Name, Unit Code XX- \_\_ \_\_ \_\_ , ID numbers
- Purposes and Basic Policies of PTA
- Relationship with National and NYS PTA
- Membership and Dues information
- Officers, their election and their duties
- What the executive committee is, what the executive board is, when you must meet
- Committees
- Fiscal year



# Fiduciary Responsibilities

- Have 3 names on signature cards at bank and all PTA checks MUST have 2 signatures - never make checks out to cash or pre-sign any PTA checks
- Use vouchers & remittance forms
- Have two people to count and verify monies
- Have bank statements mailed to President
- Ensure you do monthly reconciliation at every board meeting – put this on your agenda and note it in the minutes!





## Calendar Planning

- July/August – Prepare budget and programs, meet with Principal
- September – Back to School night, membership recruitment, executive board meeting with presentation of budget to executive board
- October – General Membership Meeting, review bylaws for Nominating Committee election information, convention registration
- November – File 990 form
- December – Plan for Founder's Day



# Calendar Planning

- January – Elect nominating committee according to bylaws
- February – Participate in advocacy activities
- March – Plan for Teacher/Staff appreciation, review proposed school district budget
- April – General Membership meeting – officer elections, select delegates to attend Region Spring Conference
- May – Complete Annual Officers' Contact Information form after elections, Fill chairmanships for upcoming year



# Agenda Planning

- Review prior meetings minutes – also look at the minutes of the meeting from last year to see what occurred
- Review calendar for upcoming events
- Check in with other officers for agenda items
- NYS PTA Resource Guide



# Running the Meeting

- Plan ahead
- Have an agenda
- Start and end meetings on time
- Establish a quorum and vote on all action items
- Use parliamentary procedure
- Preserve order to be fair, impartial & respectful
- Remember that you are a facilitator as the meeting chair
- A good meeting is everyone's responsibility



# Working with your Principal

- President and Principal – work as a team
  - Meet consistently: discuss issues, review events, keep each other informed
  - Work out problems or misunderstandings: be honest and direct
  - Invite Principal to PTA board meetings
- PTA and Principal
  - Plan meetings at different times to meet the needs of parents
  - Present PTA concerns and issues to principal and develop forum for open discussion



# National PTA Resources

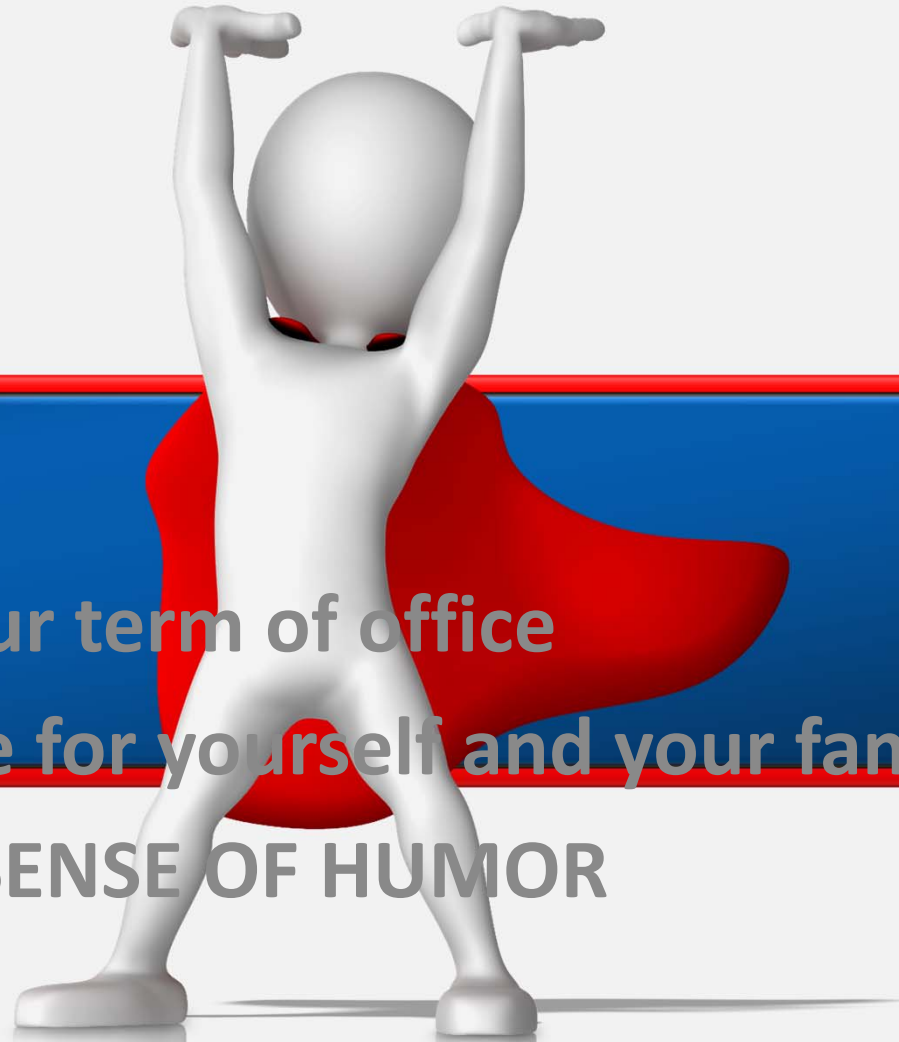
- Website – [www.pta.org](http://www.pta.org)
  - Back to School Kit – [www.ptakit.org](http://www.ptakit.org)
  - E-learning
- Our Children Magazine



# NYS PTA Resources

- Website – [www.nyspta.org](http://www.nyspta.org)
  - Online membership unit portal – <https://nyspta.force.com/login>
  - Regularly scheduled PTA emails

# YOU ARE A PTA PRESIDENT!



Enjoy your term of office

Plan time for yourself and your family

HAVE A SENSE OF HUMOR

HAVE A GREAT YEAR!!!