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](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!!!