1. What are the legal documents for your PTA?
✓ Charter
✓ Code Numbers
✓ Bylaws
✓ Procedures
✓ Minutes
✓ FEIN Number
✓ NYS Sales Tax Exempt Number
✓ Budget
✓ Treasurer's Annual Report
✓ Audit Report
✓ Contracts
✓ Fidelity Bond and Liability Insurance
✓ Bulk Mailing Permit
✓ Parliamentary Law (Robert’s Rules of Order)

2. Presidents Succeed When....
✓ Understand PTA Policy and Mission
✓ Are flexible, prepared, and objective
✓ Learn their job and ask for advice
✓ Say Thank you
✓ Use their Resource Guide!

3. What are some Resources for Presidents?
✓ On all levels, PTA provides resources, leadership training, representation and opportunities for participation.
✓ Region Directory containing contact information for Region Board
✓ Assistant directors and associate directors (ADs) are available to provide assistance when requested.
✓ Region PTA officers and chairmen are available to answer questions on specific topics and to provide resources.
✓ Notice of events and issues is sent by newsletters or mailings, or appears on the region website.
✓ Region PTAs offer a variety of conferences and workshops for local units and councils providing an opportunity for leadership training and a chance to explore the function of PTA beyond the local level.
✓ Schools of Instruction
✓ Publications (NYPT, Advocacy Newsbriefs, Fast facts, etc.)
✓ Website, Facebook, Twitter

4. How is Your PTA Unit Organized?
✓ A- Association - refers to all members of the unit or council.
✓ B- Executive Board - consists of your elected officers, immediate past president, standing committee chairs, council delegate, school administrator, teacher liaison (bylaws will specify)
✓ C- Executive Committee - Your elected officers as listed in the bylaws and Immediate Past President (if stated in the bylaws)

5. What are the fiduciary responsibilities of the Executive Board members?
✓ Duty of Care
✓ Duty of Loyalty
✓ Duty of Obedience
6. What are some basic committees?
- Budget
- Bylaws
- Nominating
- Programs
- Hospitality
- Cultural Arts
- Reflections
- Education/Legislation
- Communication/PR
- Health and Wellness

7. What are some requirements of the nominating committee?
- Must be elected in accordance with the bylaws
- Should include experienced and newer members
- Be aware of the importance of their assignment
- Give careful consideration to all nominees for office
- Keep confidentiality

8. PTAs and School budgets
- May hold a Meet the Candidate Night and provide candidate information
- May Support a voter registration drive
- May be a part of budget advisory committees
- May support a school budget providing they have the support of their membership
- May not use school district materials for endorsing the budget
- May not endorse any candidate

9. What are some PTA Sponsored Programs?
- For every fundraising activity, there should be at least three non-fundraising projects aimed at helping parents or children
- PARP - Parents as Reading Partners
- Reflections
- Workshops for Parents (Megan's Law, CAPS, Health and Safety)

10. What are some PTA Awards?
- Honorary Life Membership
- Distinguished Service Award
- Jenkins Memorial Scholarship
- Richard Gazzola Teacher Fellowship
- Youth Humanitarian Award in Memory of Stanley Marcus