



Welcome to the Region Board

We Need You to Help Carry Out the Work of PTA!

Region Board Member Training
NYS PTA 2018 Summer Leadership Conference
July 21-22, 2018

NYS PTA Mission and Vision

Vision Statement

Making every child's potential a reality by establishing the New York State Congress of Parents and Teachers, Inc. (NYS PTA) as the premier association for parent involvement and advocacy for all children.

Mission Statement

PTA is a powerful voice for all children, a relevant resource for families and communities, and a strong advocate for the education and well-being of every child.

PTA Values

Collaboration: We work in partnership with a wide array of individuals and organizations to accomplish our agreed-upon goals.

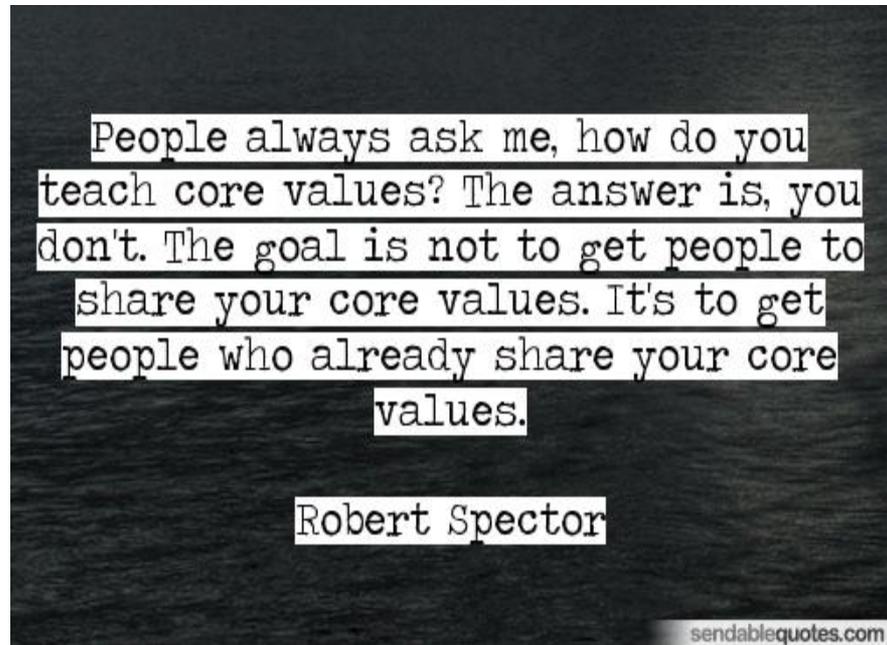
Commitment: We are dedicated to promoting children's health, well-being and educational success through strong parent, family and community involvement.

Accountability: We acknowledge our obligations. We deliver on our promises.

Respect: We value our colleagues and ourselves. We expect the same high quality of effort and thought from ourselves as we do from others.

Inclusivity: We invite the stranger and welcome the newcomer. We value and seek input from as wide a spectrum of viewpoints and experiences as possible.

Integrity: We act consistently with our beliefs. When we err, we acknowledge the mistake and seek to make amends.



Connections: Region-State-National

NATIONAL PTA – JAMES ACCOMANDO, PRESIDENT

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NATIONAL BOARD OF DIRECTORS

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NEW YORK STATE PTA – GRACEMARIE ROZEA, PRESIDENT

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**STATE BOARD OF DIRECTORS:
NYS PTA OFFICERS AND COORDINATORS**

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**STATE GOVERNANCE TEAM:
NYS PTA SPECIALISTS, CONSULTANTS
REGION DIRECTORS**

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REGION CHAIRS, ASSOC. DIRECTORS, ASS'T. DIRECTORS

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PTA COUNCILS - PRESIDENTS

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PTA UNITS

The PTA council is the closest help to local PTAs.
They disburse information from the Region PTA, New York State PTA and National PTA to
local board members and to the general PTA membership.

Region Executive Committee and Board

Members of the Executive Committee

- Region Director (Appointed by NYS PTA)
- Associate Directors (Elected by region members)
- Secretary (Elected by region members)
- Treasurer (Elected by region members)
- Corresponding Secretary (Elected by region members)
- Assistant Treasurer (Elected by region members)
- Check your region bylaws to see if other positions are included

Role of Executive Committee

- Transact business of the region
- Approve appointment of committee chairs
- Plan and conduct workshops for the units

Members of the Region Board

- Above officers, chairs of standing committees, immediate past Region Director, council presidents, NYS PTA Governance Team members residing in the region

Board Member Responsibilities

"Each of you is the PTA - it will be as powerful and strong as you make it"

The Region Board guides the region to establish and achieve goals for the year.

As a member of the board you should:

- Participate actively, take responsibilities seriously
- Familiarize yourself with PTA policies, practices and programs
- Meet deadlines, send reports, keep good records and notes
- Be fiscally responsible, understand your fiduciary duties
- Take initiative
- Learn to delegate
- Attend trainings and conferences
- Participate in region events, do outreach and present workshops
- Identify and mentor potential future leaders

Role of Chairpersons

Chairpersons serve a one year term with the possibility to continue for a maximum of three successive years.

Chairperson's Duties:

- Assist unit and council chair people with information, policies and issues in their area of specialty
- Submit a plan of work to the Region Director at the summer meeting, outlining goals for the year
- Submit and present monthly reports at Region meetings
- Hold workshops at the request of the Region Director
- Submit articles, flyers and information for Region communications via newsletters, emails, websites, social media, etc. All information must be submitted for Region Director's approval ahead of time
- Keep their section of the website up to date
- Assemble a committee and have regular meetings
- Work with NYS PTA counterparts and attend conference calls, workshops and webinars to gain knowledge in their PTA area
- Look for people to recommend as chairs when their term is up



Role of Councils

Councils:

- * are chartered by the NYS PTA
- * are organized under state and national bylaws
- * are members of their respective region PTA, NYS PTA and National PTA

The PTA Council is the closest help for local PTAs.

Organization

A PTA Council is a defined number of local PTA units organized under the authority of the NYS PTA and operates under bylaws approved by the state bylaws coordinator. NYS PTA requires a minimum number of three (3) units to form a council.

Main Purpose

To promote the welfare of children and youth. Its role is to inform, advise, guide, instruct and encourage the leaders of local units and to be responsive to their needs for conferences, leadership training and coordination of efforts of the member PTAs.

Functions

A PTA Council helps to build stronger, more effective units.

- Provides leadership training and leadership opportunities for local unit members.
- Acts as a coordinating body to promote communication and cooperation among its member units.
- Is a channel of communication between parents, teachers, school administrators, school boards, children and the public.
- May not interfere with its local units on internal PTA unit matters.

Region Board Meetings



Before The Meeting

- Prepare & Email agenda and reports early
- Ask for RSVPs by a certain date
- What if someone cannot attend?



During The Meeting

- Start & End On Time
- Remind everyone to MUTE their phones
- Thank everyone for making time



After The Meeting

- Share Minutes for approval
- “To Do Lists”
- Trust your Board Members to do their part. But encourage them to ask questions or ask for help

Fiduciary Responsibilities

- Duty of Care
- Duty of Loyalty
- Duty of Obedience

Budget and Expenses

- Budget Committee
- Budget Approval
- Expenses - pre-approved reimbursable



Region Events & Programs

Region Events

- Region Board Training
- Presidents and Principals Dinner
- Region Advocacy Event
- Spring Conference
- Region trainings/workshops
- Field Request Form (IDL)

Programs

- Jenkins Memorial Scholarship
- Teacher Fellowship-Gazzola
- Reflections
- PARP-Pick a Reading Partner
- Other NYS/Region Awards
- Deadlines



NYS Events

- **Summer Leadership Conference (SLC)**
 - When: July 21-22, 2018
 - Where: Union College in Schenectady, New York
- **NYS PTA 122nd Annual Convention**
 - When: November 9-11, 2018
 - Where: Saratoga Springs, New York
- **Legislative Summit and Lobby Day**
 - When: February 10-11, 2019
 - Join fellow advocates from around the state in Albany to Lead the Way for all children!

Protocols

- **P**: Plan Your Purpose
- **R**: Required Approvals First
- **O**: Organize New Ideas
- **T**: Timelines Are Important
- **O**: Offer Updates
- **C**: Constant Contact Is Key
- **O**: Optimize Your Impact
- **L**: **Lead By Example**



Communications

Visual Communication

The art of sharing information in visual form

Studies have shown that people tend to remember about 20 percent of what they read, and only 10 percent of what they hear. The same studies have shown people tend to remember 80 percent of what they see and do.

The next time you want to send your team an email consider a few things:



- Are there images?**
- Can this be shared?**
- Is it easy on the eyes?**



Almost everyone loves communication that's visual, at least a little bit! Images allows us to digest information quicker and in a more interesting form than other communication methods, And, if done right, visual communication is memorable!

Committees

- Noun: a group of people appointed for a specific function, typically consisting of members of a larger group.



Goals and Plans of Work



Susan Brown

Advocacy

“Advocacy is at the heart of PTA’s mission and vision. Taking action provides both parents and PTA leaders with the resources to become more involved with their community at home and their community across the nation.” ~National PTA

Things You Should Know

- ✓ The strength in our organization is **grassroots advocacy**
- ✓ Advocacy is not a scary word: we all need to encourage units and members to advocate in their schools, with their school boards, in their communities and with their legislators
- ✓ NYS PTA’s advocacy positions can be found in our:
 - ✓ Where We Stand document
 - ✓ Basic Policy
 - ✓ Legislative Priorities
- ✓ Your NYS advocacy team stands ready to help you and our units and members

Teamwork



together everyone
TEAM
achieves more

Creating enthusiasm
and initiative to
make things happen



Supportive, informal
group atmosphere



Listening to others &
giving constructive
feedback if need



Being comfortable
with disagreement &
seeing it as useful



Using people with
different skills



Having clear,
logical objectives



Taking a positive
attitude to & learning
from setbacks

Making sure everyone
clearly understands
their roles & tasks



Delegating tasks to
people with the right
skills

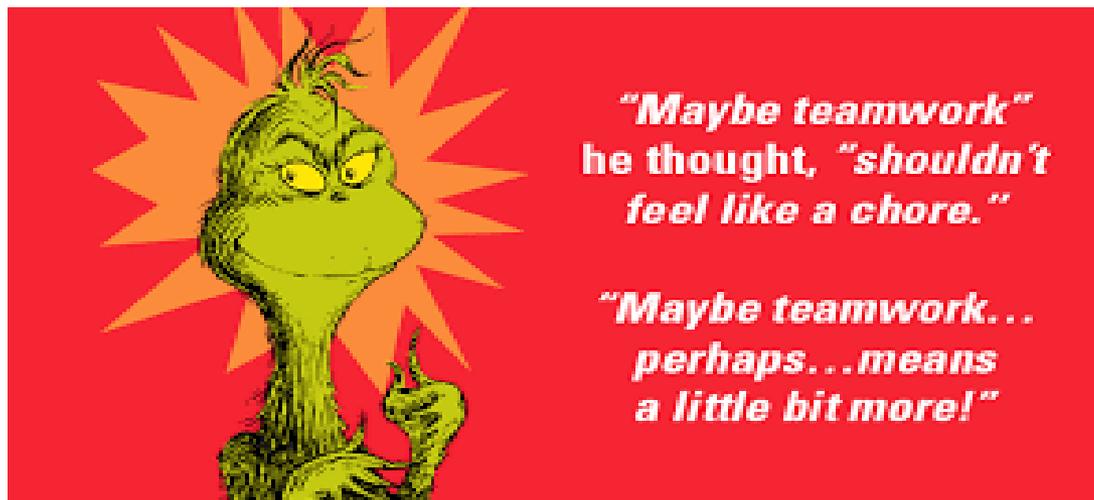


Having people who
can coordinate &
accept responsibility



TEAMWORK





**And will you succeed?
Yes! You will indeed!
(98 and 3/4 percent guaranteed!)**

Dr. Seuss