

NYS RESOURCE GUIDE

SECTIONS

1- PTA BASICS

- History of PTA
- Organizational Structure
- Convention and Leadership Training
- Legal documents
- Anything you want to know about PTA
- Volunteer Protection Act

2-PRESIDENT'S GUIDE

- Role of the President
- Officers and Committees
- Sample Agendas
- Parliamentary Procedure and Chairing a meeting
- Resources
- Tips for using Resource guide

3-PTA BOARD

- Responsibilities of board members
- Duties of board members
- Committees
- Working with people
- Communication and Public speaking

4-COUNCIL

- Function of council
- Responsibilities
- Activities

5-A- FINANCE

- Everything related to the treasurer and the finances of PTA
- Sample Treasurer Report
- Audit and reconciliation requirements

5-B- INSURANCE

- Everything related to the insurance, liability and waivers for PTA

6-MEMBERSHIP

- Duties of the chair
- Membership Campaigns
- Awards

7-BYLAWS AND PROCEDURES

- Updating bylaws
- Procedures
- Nominations and elections
- Sample ballots and

8-ADVOCACY

- Legislative Activities
- Resolutions
- PTA and School budgets

9-SCHOOL AND COMMUNITY

- Family Engagement
- Shared Decision Making Teams
- School Partners

10-PROGRAMS, AWARDS AND RECOGNITIONS

- List of award
- Deadlines
- Requirements