

NYS PTA Resource Guide

Workshop Notes

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 Imm Past Pres

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