

The NYS PTA Resource Guide

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NYS PTA

What is it?

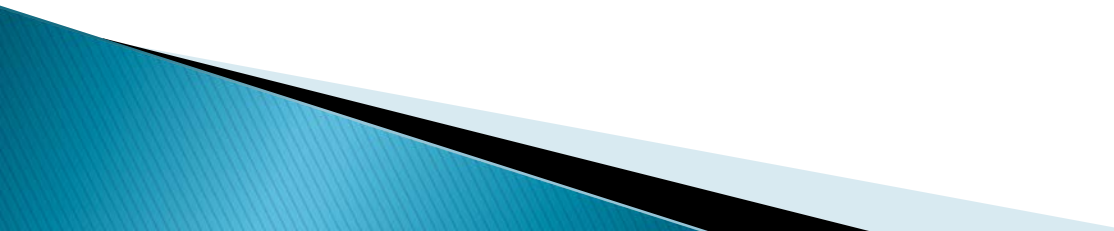
- ▶ A comprehensive resource of PTA information available for all PTA members

How do I get it?

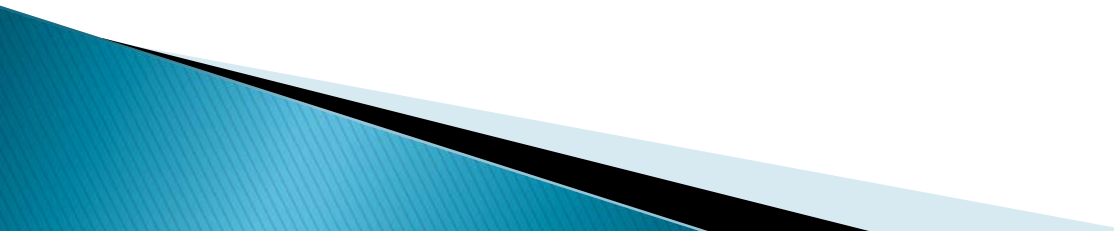
- ▶ Here is the current link to the Resource Guide:

<https://nyspta.org/home/pta-leaders/nys-pta-resource-guide/>

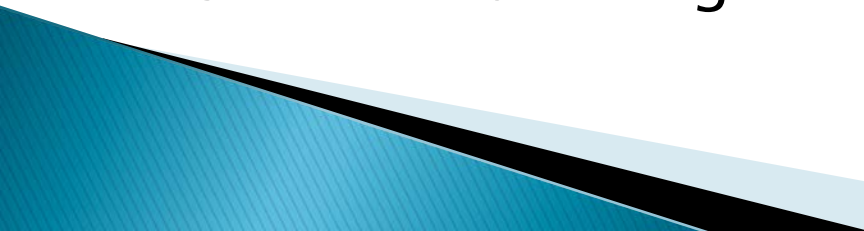
Why do I need it?

- ▶ Gives you answers to many of the questions that you may have regarding PTA procedures
 - ▶ Helps you to develop your knowledge of practices and procedures
 - ▶ Makes you a more informed leader in your PTA and better equipped for your role in your unit/council
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How is it designed?

- ▶ There are 10 sections
 - ▶ Each one has a table of contents listing exactly what items are included in that section
 - ▶ Each section has a table of contents as a “quick find” for answers
 - ▶ Each section is broken down with bold headings and examples and illustrations
 - ▶ The Resource Guide is **MEANT TO BE SHARED!**
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Introduction to Resource Guide

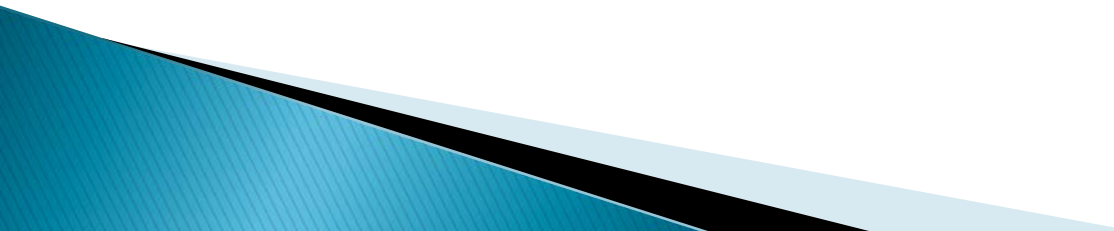
- ▶ Section 1 – PTA Basics
 - ▶ Section 2 – President’s Guide
 - ▶ Section 3 – PTA Board
 - ▶ Section 4 – Council Guide
 - ▶ Section 5A– Finance
 - ▶ Section 5B–Insurance
 - ▶ Section 6 – Membership and Marketing
 - ▶ Section 7 – Bylaws, Procedures, Nominations & Elections
 - ▶ Section 8 – Advocacy
 - ▶ Section 9 – School & Community
 - ▶ Section 10 – Programs Awards & Recognitions
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Section 2 – President’s Guide

- ▶ What are some things that help presidents succeed?
 - ▶ What are some resources for the president?
 - ▶ What is one of your most important tools?
 - ▶ All presidents need to read through this section
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Section 3 –PTA Board


- ▶ What is the difference between the executive committee/executive board/association?
 - ▶ What are the responsibilities of a Board member
 - ▶ What are the fiduciary responsibilities?
 - ▶ What are some basic committees?

 - ▶ Every board member should have a copy.
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Section 4 – Council

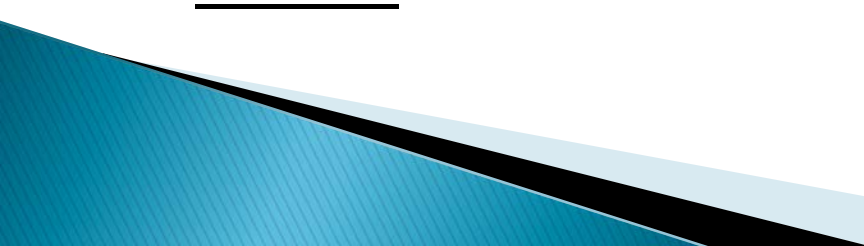
- ▶ What is the purpose of the council?
- ▶ Council Presidents need this guide

Section 5 – Finance & Insurance

- ▶ Everything you need to know related to the treasurer role and the finances of the PTA
 - ▶ What are the records that the PTA needs to keep?
 - ▶ What are your questions?
 - ▶ All presidents and treasurers should read this together
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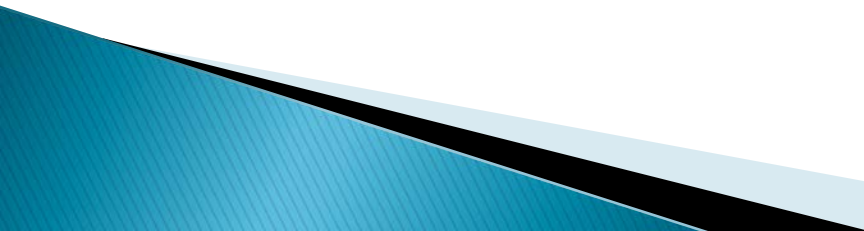
Section 6 – Membership

- Why PTA?
 - Where do my dues go?

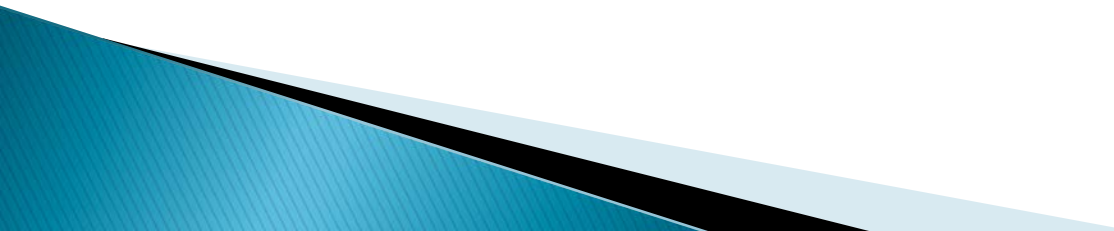
 - A MUST for your membership
chair
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Section 7 – Bylaws and Procedures

- ▶ What are some requirements of the nominating committee?
 - ▶ How do I write procedures?

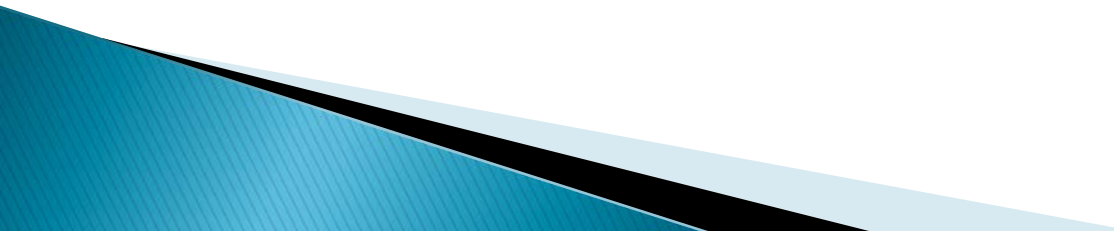
 - ▶ A basic guide for revising bylaws and creating procedures
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Section 9 – School & Community

- ▶ What does it mean to reach consensus?
 - ▶ Who are our school partners? How can we reach out to the community?
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Section 10 – Programs

- ▶ What is PARP?
 - ▶ Name three NYS PTA Awards

 - ▶ Use to find out about any awards and recognitions from PTA
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What if I can't find an answer in the Resource Guide?

- ▶ Contact your Region through either your Assistant/Associate Director or Region Chairman

Liability Waivers

- ▶ We receive many calls from PTAs asking about “waivers” of liability. It is very important to be aware that you can never sign your liability away regardless of the any document or waiver. A waiver will not hold up in court if your Association is found at fault for an injury occurring at one of your events. However, a waiver is a tool used to help deter the lawsuit mindset. By having all participants sign a waiver, you are helping to plant the seed that the participant is responsible for their own actions. While a waiver isn’t a requirement to extend coverage under the General Liability policy, it is a step in the right direction to help protect your Association against bodily injury lawsuits. There are two different waivers included within this Risk Management Guide. The first is a Parent’s Approval and Student Waiver. This would be used anytime you need a person under the age of 18 to sign for a specific event. The other is a Participant’s Waiver. This would primarily be used anytime you want someone over the age of
- ▶ 18 to sign for a specific event. You will find both of these waivers listed on the pages to follow. Both of these documents are also available on our website at www.aim-companies.com.