Leader of the Pack
1st Year Presidents
Starting Your Leadership Journey
Congratulations!

You have been elected PTA President

Knowledge is Key – Training, Training, Training

Use Your Resources!
The Leader of the Team

Leaders are not born – they are developed through learning and experience

Lead by example, motivation and inspirations, and others follow

Open up new avenues to the inexperienced

Do it – Delegate it – Dump it

ALWAYS express thanks and recognition
President’s Duties

Presides at all meetings

Along with Executive Committee appoint chairs and committee members

Coordinate work; approve all materials prior to distribution

Sign all payment authorizations and contracts

Be familiar with financial procedures

Be an authorized check signor
President’s Duties

- Be the official representative of the association at council meetings as required in your bylaws
- Be responsible for the annual report
- Be the official contact
- Meet with the site administrator (Principal, Superintendent)
- Perform other duties assigned by the association
Representing PTA

Remember that you represent PTA wherever you go

Be careful that you always represent the PTA accurately, fairly, and with dignity

Help your unit members be knowledgeable about PTA positions

Share the Bylaws, Basic Policies, ‘Where We Stand’ and Position Papers
Bylaws Rule

Unit Name, Unit Code XX- __ __ __, ID numbers
Purposes and Basic Policies of PTA
Relationship with National and NYS PTA
Membership and Dues information
Officers, their election, and their duties
What the executive committee is, what the executive board is, when you must meet
Committees
Fiscal year
Fiduciary Responsibilities

Have 3 names on signature cards at bank and all PTA checks MUST have 2 signatures - never make checks out to cash or pre-sign any PTA checks

Use vouchers and remittance forms

Have two people count and verify money

Have bank statement mailed to president

Ensure that a monthly reconciliation is completed at every meeting – put this on your agenda and note it in your minutes
Calendar Planning

July/August – Prepare budget and programs, meet with Principal

September – Back to School night, membership recruitment, executive board meeting with presentation of budget to executive board

October – General Membership Meeting, review bylaws for Nominating Committee election information, convention registration

November – File 990 form

December – Plan for Founder’s Day
Calendar Planning

January – Elect nominating committee according to bylaws

February – Participate in advocacy activities

March – Plan for Teacher/Staff appreciation, review proposed school district budget

April – General Membership meeting – officer elections, select delegates to attend Region Spring Conference

May – Update officer information in MemberHub, Fill chairmanships for upcoming year
Agenda Planning

Review prior meetings minutes – also look at the minutes of the meeting from last year to see what occurred

Review calendar for upcoming events

Check in with other officers for agenda items

NYS PTA Resource Guide
Running the Meeting

Plan ahead

Have an agenda

Start and end the meeting on time

Establish a quorum and vote on all action items

Use parliamentary procedure

Preserve order to be fair, impartial and respectful

Remember that you are a facilitator as the meeting chair

A good meeting is everyone’s responsibility
Working with your Principal

President and Principal – work as a team

- Meet consistently: discuss issues, review events, keep each other informed
- Work out problems or misunderstandings: be honest and direct
- Invite Principal to PTA board meetings

PTA and Principal

- Plan meetings at different times to meet the needs of all parents
- Present PTA concerns and issues to principal and develop a forum for open discussion
PTA Resources

National PTA
www.pta.org
Facebook

State PTA
www.nyspta.org
Facebook

Region/Council PTA
Website
Facebook
YOU ARE A PTA PRESIDENT!!

Enjoy your term in office
Plan time for yourself and your family
HAVE A SENSE OF HUMOR
HAVE A GREAT YEAR!!!