



Quest for Leadership

30 Point Checklist for Units

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**LEADERSHIP
LOOKS
GOOD
ON
YOU**

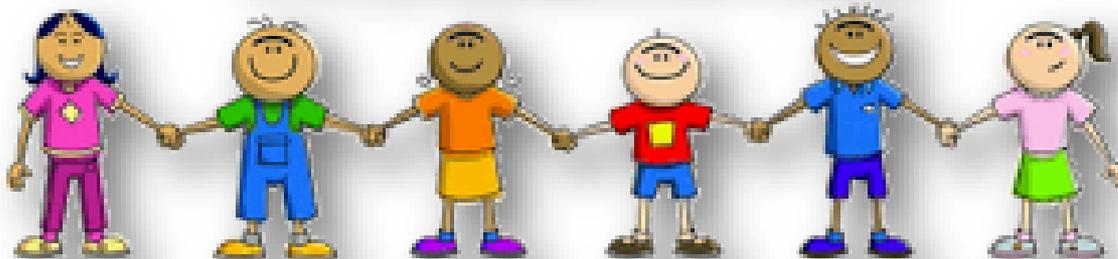
Welcome to Quest for Leadership, a comprehensive 30-point checklist to help units stay compliant. This checklist will cover essential information for the president, secretary, and treasurer to ensure adherence to regulations and best practices.

PTA 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[®]
everychild.onevoice.





PTA PURPOSES

- To promote the welfare of children and youth in home, school, community, and place of worship
- To raise the standards of home life
- To secure adequate laws for the care and protection of children and youth
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education



of *ADVOCATING*
for *CHILDREN*

PTA Structure

National PTA



New York State PTA



Region (12 Regions)

NYS PTA President Logo

Council PTA

Local PTA Unit

SEPTA/
Community PTA

PTA Board

- **Executive Board** (main governing body) The members of the Executive Board can be identified in your Bylaws.
- **Executive Committee** (elected officers) and may also include the Immediate Past President



PTA Board



DUTY OF CARE

Board members should fulfill their roles to the best of their abilities. This means proactively participating and communicating.



DUTY OF LOYALTY

All activities should be done in the best interest of the organization, not in the best interest of individual board members.



DUTY OF OBEDIENCE

The board should follow organizational rules as defined in the nonprofit's governance documents.

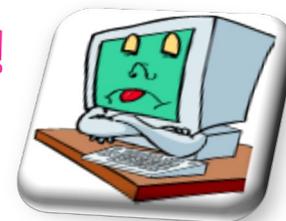


PTA Board

REPRESENTING YOUR PTA

- Remember you represent PTA wherever you go
- Be knowledgeable about PTA “Where We Stand” and position papers
- Comply with Bylaws, policies/guidelines, and procedures
- Remember that as a PTA leader, always embody the values of the PTA in communications
- Show respect to others in every interaction and maintain courtesy in all online engagements across the various social media platforms

Not just on PTA sites!



PTA Basics

OUR PTA Team is the

- Executive Committee
- Executive Board
- Standing vs. Special Committee
- General Membership

Bylaws will identify all team members

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PTA Basics



Good Standing Requirements

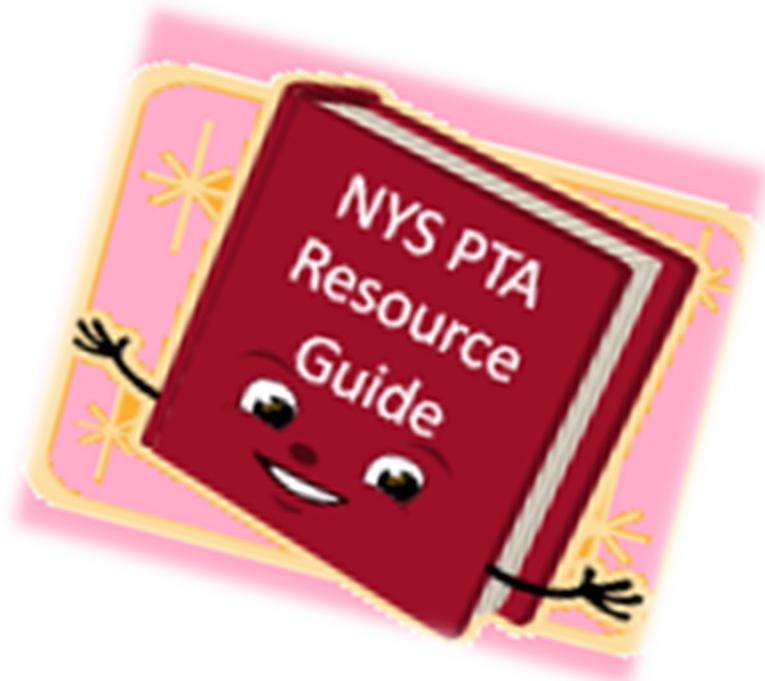
- State/National dues paid for at least 25 members
 - Insured with the AIM (NYS PTA Insurance package)
 - Bylaws that are not expired
 - 990 Filing is current, and IRS Exemption not Revoked
 - Officers updated with the current school year in Givebacks
- If your unit is not in good standing, it is ineligible to participate in awards or vote at National, New York State, Region, or Council PTA events. PTA units are self-governing, and their tax-exempt status under IRS Section 501(c)(3) is protected when in good standing. By following the five steps mentioned above, you can maintain your "good standing."

PTA Basics

Resource Guide: *It is presented in sections, and here, you will find the answers to ALL your questions.*

nyspta.org leadership tab

- Section 01-PTA Basics
- Section 02-Presidents Guide
- Section 03-PTA Board
- Section 04-PTA Council
- Section 05-A-Finance/B-Insurance
- Section 06-Membership
- Section 07-Bylaws and Procedures
- Section 08-Advocacy
- Section 09-School and Community
- Section 10-Programs



PTA Basics



- We have read our bylaws.
- We have paid our insurance invoice and have received our insurance certificate.



- Our officers' contact information is correct on Givebacks; we added our chairpersons for Membership, Bylaws, PARRP, and Reflection



PTA Basic

Our Committees submit a Plan of Work

- The "Plan of Work" outlines a committee's goals and the actions needed to achieve them.
- It includes a budget, a calendar of activities, and details of the tasks, responsible individuals, and expected outcomes.



- Presenting a work plan to the Executive Board allows for tracking progress to assess whether the team is keeping up with the timeline or falling behind.

President

President's first steps (July/August)

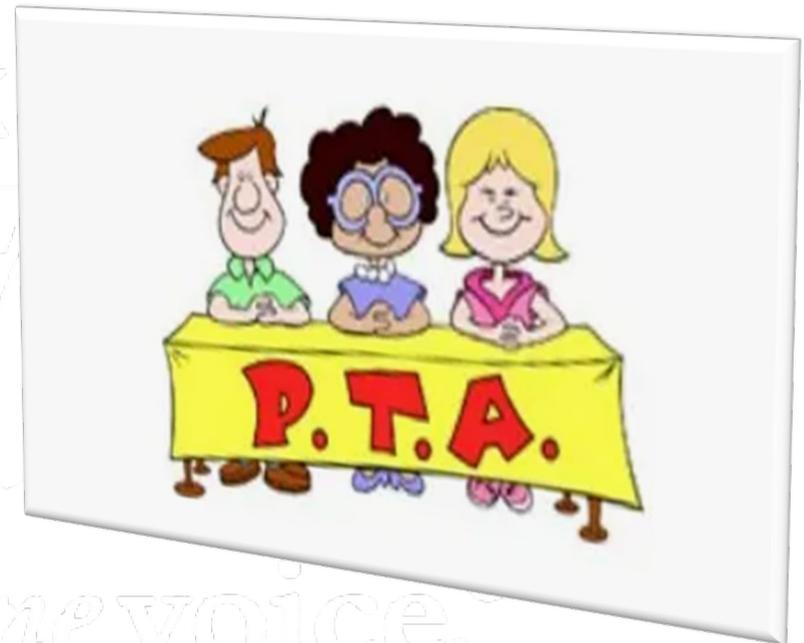
- Review unit bylaws and procedures and ask other board members to do the same.
- Read Resource Guide Section 02-Presidents Guide
- Meet with the outgoing President, Past Committee Chairs Principal(s) and or other school administrators
- Access to unit media, login, and password information
- Set up Store (Stripe account)
- Gather all records, committee reports
- Meet with the newly elected Executive Officers review their roles
- Update 501(c)3 with President's name
- Update Givebacks



President

Plan for the year with the Executive Committee

- Calendar of events
- Budget
- Meeting dates, time, and location
- Programs
- Fundraisers
- Training (Workshops & Webinars)



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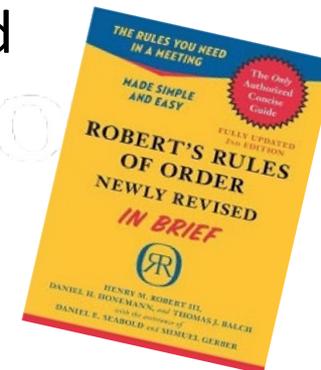
President



The President's Guide

- We have a calendar of meetings and events
- Our meetings are planned, and an agenda is prepared
- A PDF copy of the agenda can be emailed out to members prior to the meeting. Paper copies should be available at the meeting.
- Our secretary establishes a quorum of _____ members present before voting occurs
- Motions are recorded and seconded before the discussion takes place
- We use Roberts Rules of Order, Newly Revised

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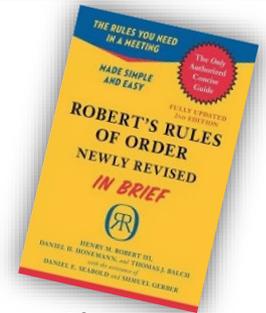


➤ **Be on the lookout for your future successor**

President

Motion's basic steps:

- The speaker is recognized by the chair
- The motion is stated. **"I move that....."**
- It is seconded, (if there is no second, the motion is defeated)
- The chair restates the motion so that everyone in the room has heard it
- Chair calls for discussion/debate (set a time limit per person and total time)
- Call the question – the chair takes a vote
- The chair announces the results of the vote; most items win by majority
- Anything that affects the rights of members (such as bylaws) requires a 2/3 vote of the members present with a quorum



President

HOW TO RUN A MEETING



- A good meeting comes from careful planning
- Do the chairpersons have reports?
- Reread the minutes of the last meeting (any unfinished items)
- Prepare your agenda carefully and **follow it**
- Acknowledge all individuals and introduce the board members
- Start and end meetings on time
- Maintain order to ensure fairness, impartiality, and respect
- Establish a quorum and vote on all action items
- Use parliamentary procedure (Robert's Rules of Order)

➤ Remember that you are a facilitator as the meeting chair

President

HOW TO RUN A MEETING-Responding to Opposition

Everyone shares the responsibility of ensuring that the meeting runs smoothly. If you are the chair, remember to:

- Remain impartial and **calm**
- Address the question, not the questioner
- Show respect to the speaker, as it can help ease tensions
- Ask for clarification if the speaker starts to ramble
- Attempt to answer the question or ask your team members for help/answers
- Employ humor in a respectful manner



Or you can rule the topic out of order if it is not on the agenda, if not an appropriate PTA issue, or if of a personal nature

- **When all else fails – adjourn, reach out to your council and or region for help**



Secretary

Bring to each meeting

- Minute book - the official records- (a notebook with pocket inserts or separators to hold the agendas, minutes, treasurer's reports and other important handouts from previous meetings)
- Physical copy of Bylaws
- Correspondence, read aloud any new correspondence, keep a file of all correspondence
- Membership list
- List of standing and special committee chairs and members

Secretary

What Should Be In the Minutes

- Name of unit, council
- Date, time, and location of meeting
- Kind of meeting: Special or Regular, Executive Committee, Board or General Membership
- Status of previous minutes Approved or Approved as amended
- Treasurer's report, reconciled statement
- Summary of reports given
- Exact wording of motions-Results of the vote
- Program topic and name of presenter(s)
- Dates to Remember – next meeting
- Time of adjournment



Secretary

Minutes Do Not Include

- Every word stated
- Secunder of motions
- Discussion of motions
- Withdrawn motions
- Personal comments or opinions
- ~~“Respectfully submitted”~~



- ✓ Your signature,
- ✓ Your full name,
- ✓ Secretary,
- ✓ Date Approved: _____ As Presented or As Amended



Secretary



- Our secretary will record and present the minutes for approval at the next meeting.
- Minutes are a legal document and record of the unit's work.

Items included:

- Name of Unit, location, and day of the meeting
- Names of attendees (indicate if they are members or guests)
- Meeting times started/ended
- The exact wording of every motion, the name of the member who introduced the motion, and actions taken on the motion
(the action taken by the association, not what is said by the members, is recorded)



➤ **Read the Resource Guide Section 5A, Secretary**

Treasurer



Duties:

- Keep accurate and thorough financial records
- Help prepare the PTA Budget
- Receive and disburse funds
- Present a Treasurer's report/Financial Statement at PTA meetings
- Bank statements are reconciled monthly
- Prepare an IRS tax return –File 990-EZ, or 990-N
- Prepare the books for the annual audit
- Update procedures as necessary



Treasurer

Budget

- Form a budget committee of 3 to 5 members
- Review the prior year's actual vs. budgeted receipts and disbursements
- Determine how much money your unit will need to cover anticipated expenses for the next year (programs, supplies, etc.)
- Determine how you are going to pay for those expenses (fundraisers, how many)
- Draft a preliminary budget worksheet based on the budget committee's projections
- Present the draft to the PTA Board for consideration and recommended changes
- Present the final budget at a general PTA meeting for approval, a majority vote of the members present is required for adoption – a quorum is needed
- Adoption of the budget authorizes the PTA to spend unit funds for expenses covered in the budget
- **Funds should not be spent until the budget is approved!**
- Amendments can only be made by a vote of the membership; quorum needed



Treasurer

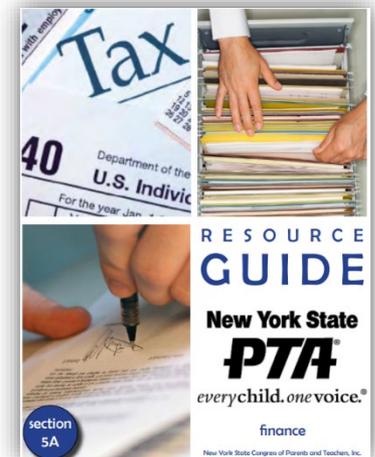
- We have adopted a balanced budget by a vote of our membership with a quorum on _____
 - Amendments to the budget are approved by a vote of our membership with a quorum (when needed)
- Our fundraisers are planned to support our programs, activities, and leadership training
 - *We follow the 3 to 1 rule of 3 planned programs for every 1 fundraising activity*



3-
to-
1



- Insurance (payment due to AIM Insurance June 1)
- Audit (end of the fiscal year or with a change of treasurer)
- Taxes – File 990 (Fiscal year July 1, 2023, to June 30, 2024)
file after July 1st-before November 15th
- Resource Guide (**Read Section 05-A-Finance & B-Insurance**)





Treasurer

Fiduciary Responsibilities

- Have at least 3 names on signature cards at the bank, and all PTA checks must have **2 signers/signatures**
- Sign your name (-) your position on the board
- You can not sign your own reimbursement check
- Individuals authorized to sign checks cannot be related to each other by marriage, blood, or any other relationship or live in the same home
- Never sign a **blank check** or a check made out to **“cash”**
- Remove all non-current board members from the account
- Have two people count and verify monies
- An ATM or Credit Card: Credit Card with a low limit is preferable
- **Establish procedures/internal oversight for card use**
- **limit the number of cards issued**

Treasurer



Treasurer's Report & Audits

- Our treasurer presents a treasurer/budget report at each meeting
- *Monthly bank statements are reconciled and signed by a reviewer who is not a signatory. The review is recorded in the meeting minutes. Statements with reconciliations are retained by the treasurer, financial software does not qualify as a review*
- **Add the reconciled to your agenda!**
- We have an annual audit, with a signed report given at the first meeting of the succeeding school year.
 - *Insurance claims made to AIM for **Embezzlement, Robbery, or Theft** will be denied if the reconciliations and the audit are not completed and added to the minutes*

Treasurer

- We have filed our IRS Form 990, fiscal year ending June 30, 2024.

● File990.org

- NYS PTA has contracted with File 990 to provide a free, fast, easy, and safe way to e-file your 990-N or 990 EZ form. This new program also allows NYS PTA to receive information to assist units in keeping current with IRS requirements.
- We refer to the play-pause-stop list for insurance recommendations when planning our activities.



AIM Playlist of Events



STOP: This activity is potentially excluded from your policy. Contact AIM for more details.



PAUSE: Use Caution. Even though this event is potentially covered under your policy, this is a high-risk event and you need to take extra precaution when hosting.



PLAY: Covered Event



givebacks

MEMBERSHIP

- We have a Membership Chair(s) listed on Givebacks
- We have a membership goal of _____
- Our dues to become a member are _____
- We maintain a roster of our members



Membership is everyone's job, not just the Membership Chair!



PROCEDURES and BYLAWS

- We have approved procedures for officers and committees.
 - *Resource Guide, Section 7, contains sample procedures.*
- Procedures describe how and when policies and bylaws are enacted. They can be amended with prior notice at any regular executive board meeting.
- We follow our bylaws for the formation of our Unit.
- For a unit to remain in good standing, its bylaws must be updated using the Bylaws Wizard at least once every three years.



NOMINATIONS AND ELECTIONS

- We follow our **bylaws** for the make-up of our elected nominating committee
- Number of Board Members: _____ (elected by the executive board from its body)
- Number of Members-At-Large: _____ (elected at a membership meeting at least 60 days prior to the election meeting)



ELECTION ✓ **OF**
OFFICERS



- Our vote for new officers takes place in the month of _____. We accept nominations from the floor as per our bylaws, require Prior Notice or not _____



**RUN
FROM THE
FLOOR**



PTA ADVOCACY

- The overall purpose of PTA is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children
- We include advocacy efforts in our annual plans
www.nyspta.org Advocacy Tab, Resolutions & Position Papers
- We inform our members of the positions of NYS PTA found in the "Where We Stand" document.
www.nyspta.org Advocacy Tab, Advocacy Tools, Where We Stand

PTA ADVOCACY

- PTA is a not-for-profit corporation with a tax exemption under IRS rules, which states that such organizations may not make written or oral statements for or against candidates for public office **(including school boards)**



- PTA **can** take a stand on issues, proposals, or plans of action
 - Units/Councils **can** adopt positions expressing support for or opposition to issues related to the health, safety, education, or general well-being of children and youth
- PTA Units/Councils **can** arrange and conduct candidates' forums to assist the community in making an informed judgment in the election of its BOE.

School and Community

- We support student success by promoting the National PTA Standards for Family-School Partnerships.



- The Standards are found on the National PTA website [PTA.org/Excellence](https://www.pta.org/Excellence)



SCHOOL OF EXCELLENCE



- We seek to partner with our teachers, principals, school board, and community.



Programs, Awards, and Recognitions

3-to-1



- We follow the 3-to-1 rule of three planned programs for every one fundraising activity.
- We have a NYS PTA Pick A Reading Partner Program (PARP).
- We participate in the National PTA Reflections Arts Program.
- We recognize our members and partners with Council, Region, NYS PTA, and National PTA awards.



Questions?

