

2011-2012 Presidents

Taking on a leadership role



Today's Student Tomorrow's Future



Our District Theme for 2011-2012

THE MANY JOBS OF THE PRESIDENT

- Meeting Chair
- People Manager
- Planner
- Goal Setter
- Conflict Manager
- Liaison with the Principal
- Organizer



Where do you start?

◉ Read & Learn

- > National, State and Local unit bylaws
- > Your local unit standing rules (if you don't have standing rules, WRITE some with your board)
- > Your State Resource Guide
- > Your National Resource Guides (from the Back to School kit that you should have ordered from National PTA. www.pta.org/3104.asp)
- ❖ You should also familiarize yourself with basic parliamentary procedure

Changes to this years State Resource Guide

- Membership Dues Increase
- Website and Newsletter Awards
- IRS Postcard amount increased to 50,000
- Reflections Section
- Corrections on the CD that are not in the book to the fill in the blanks bylaws.

Unit in Good Standing

- Please refer to PTA basics section, pg. 6
- Your local unit must be a unit in good standing to enter programs, apply for awards and send delegates to convention.

President's Guide

◎ **Please turn to this section of your state resource guide.**

President's Checklist

- Budget approval form sent to State Office and to District President (address in state resource guide)
- Membership Cards Purchased
- Audit report form (previous year) sent to District President
- Review Bylaws and Standing Rules (state requires bylaws update every 5 years)
- Membership Dues Report filed by deadline 12/15 and 3/1

Local Unit Insurance

- It is a highly recommended practice to have insurance for your local unit.
- Many PTA's use Association Insurance Management. (AIM) PO Box 742946, Dallas, TX. 75374-2946
- aim@aim-companies.com
- You may use any company you wish.

Familiarize yourself with all PTA positions

- **Treasurer**- you will work closely with your treasurer throughout the year and it is your responsibility as well as theirs to keep your local unit in good financial condition
- **Secretary**- you will need to approve the minutes with the secretary before the meetings, this will ensure that minimal corrections need to take place at the next meeting
- **Cultural Arts**- it is always good to know the rules for the reflections program. Each category has different requirements above and beyond the general requirements. The safety poster contest is a little easier. Make sure you set the deadlines for your local unit in time to meet district deadlines for entries.
- **Membership**- knowing the process of ordering cards, and staying on top of deadlines is beneficial to your membership chair as well as your unit

Other Programs and Recognitions

- Turn to this section in your state resource guide
- In addition to the programs and recognitions listed here, the District PTA also offers additional programs and recognitions for local units.

District Programs and Recognitions

- ◉ District Life Service Award (\$40)
- ◉ District Distinguished Service Award (\$20)
- ◉ Volunteer of the Year
- ◉ Principal of the Year
- ◉ Above and Beyond Award
- ◉ Special Memberships
 - > Emerald, Ruby, Sapphire, Pearl, Camellia, Azalea
- ◉ Membership Awards for local units
 - > Fountain of Fathers, Putting the T in PTA, etc...

Training

- National PTA, State PTA and District PTA offer training to all local units.
- You need to **include funds in your budget** for these trainings.
- National and State Convention are not only training opportunities, but are voting opportunities. Not just for election of officers and board members, but for resolutions which in turn lead to position statements for all of our local units and for National PTA to have our voice heard by our Legislators in Washington.
- Your vote counts!

Forms

- You will find most of the forms you need for the year in your State Resource Guide
 - > Budget Approval
 - > Check Request
 - > Bank Reconciliation
 - > Audit Form
 - > Nominating Committee Report
 - > Membership Card Order Form
 - > And Awards Forms to name a few

Some other important Resources for you

- www.pta.org
- www.louisianapta.org
- www.sttammanydistrictpta.com
- <http://www.facebook.com/pages/St-Tammany-District-PTA/229106740446053>
- www.stpsb.org

Some Great Programs to Bring to Your School



**worldwide
DAY OF PLAY**

9.24.11

ARE YOU IN?



PTA
Three
for Me



A Little Means a Lot



PTA
MAPP

Military Alliance for Parents and Partners

Meetings

- Set and Follow an Agenda
- Make sure to notify individuals that will be expected to give a committee report
- Make sure you arrive well before your meeting time, this allows you to make copies, prepare materials, and ready yourself for your meeting
- Invite all board members and the principal to your board meetings
- Invite all members to your general membership meetings (Advertise)
- During the meeting the President should not express his or her opinion
- President can only vote to break a tie or when the vote is by ballot

Motions and Voting

- Only members are legally qualified to make motions, discuss and vote
 - > 1. Obtain the Floor- Member rises (raises hand) and addresses the chair. “Madam/Mister President”
 - > 2. Assign the Floor- Member is recognized by the chair
 - > 3. Make the Motion- “I move that..”
 - > 4. The Motion is seconded- “I second the motion” If there is no second the chair says, “motion fails for lack of second.” If a motion comes from a committee it does not need a second.
 - > 5. Chair state the motion- “ It has been moved and seconded that...”

6. Debate or Discussion – Chair states “Is there any discussion?”
7. Vote- Chair states “All in favor of (restate the motion) say aye, all those opposed say nay”
8. Chair announces result- “ The ayes have it and the motion is carried and we will....” or “ The nays have it and the motion is lost”

Amendments

Before a vote is taken on a motion, it may be amended by:

inserting or adding words

striking out words

striking out words and inserting other words in their place

substituting one paragraph or another motion for the original

A few things to remember

- Have your board sign conflict of interest forms (in state resource guide)
- Develop a policy for Courtesy Seats
- Know your quorum for board and general membership meetings. Quorums must be maintained throughout the duration of your meeting
- Make sure all board members maintain a procedure book and return it at the completion of the PTA year
- Keep track of all the deadlines from your local unit, district, state and national
- Build a strong board
- **AND Last but not least, Identify and train future leaders. This will ensure the school will always have a strong PTA.**

District PTA is here to help you.

- We will offer continuous training throughout the year.
- We will send a district resource liaison to work with your local unit at your request
- We will answer emails, phone calls and posts on facebook
- We will provide up-to-date information on the district website
- And always do our best to serve you

Have a great year!

