



# Torrance Council of PTAs

## Training Seminars & Brainstorming Sessions



Date: Monday January 30, 2012  
Where: Hull Middle School-2080 W. 231<sup>st</sup>. Torrance **(NEW LOCATION!)**  
Time: Training Seminars start @ 6:00 PM  
Brainstorming Sessions @ 7:15 PM

### Starting at 6:00PM

#### Training Seminars:

**Unit Presidents-“Finding the Stars Among Us”** You have your slate of officers, now what? Concerned about how to run your election of officers? What do the bylaws say about elections? This seminar will answer those questions and more.

**Historian-“I Thought I Was Just The Scrapbook Keeper?”**-The Annual Report-what's that and what does the Historian have to do with it?

**Auditor-“Book ‘Em Danno!”**- Did you know that PTA requires 3 audits of your units financial records each year....do you know where your unit is in the audit process?

**Treasurer-“Don't I Just Worry About the Money?”** No, the Treasurer is also responsible for the Annual Report that is due in March. Attend this session to find out what your role is in this report.

**Scholarships-“You Mean There is Money to Give Away?”** Find out how the scholarship application process works and how your unit can give scholarships to deserving students.

### Starting at 7:15pm:

#### Brainstorming Sessions:

**Teacher Appreciation Week –“It's a Bird, It's a Plane, It's Teachers”**-What does your school do to honor its teachers? Come share your ideas and get some new ones to use this year.

**Installations-“You're Invited to the PARty”** - Do you want a fun way to welcome those newly elected board members? Then this is the session for you. Find some fun, inspiring and even wacky installations. Or bring some of your own!

**Standing Rules-“But how was I supposed know that was the tradition!”** Did you know that there is a portion of the bylaws that you can personalize for your unit? The standing rules is where you state your unit's rules, traditions and policies.

**Please email your registration to Kelly Gottlieb @ [kgottlieb@socal.rr.com](mailto:kgottlieb@socal.rr.com)**

As a Council, we want everyone to feel prepared and have the tools necessary to be successful. Training seminars will provide information on specific tasks for a particular job. Brainstorming Sessions will be conducted in an open forum setting where participants will share information pertaining to the specific topic. Bring your ideas, questions and success stories. What better way to do so than network w/peers from other PTAs in Torrance!

*Join us, you won't be disappointed.*

***Even if you've “been there done that”, we need you.  
You have the knowledge and information that newer committee leaders need***