



WINTER WORKSHOPS

Monday, January 22, 2024 - 6PM

Madrona Middle School

21364 Madrona Ave, Torrance, CA 90503

Check-in in front 10 minutes before the start of the workshops.

PRESIDENTS' ROUNDTABLE

Discuss your challenges and learn from fellow presidents' strategies—join us!

SCHOLARSHIPS

This workshop is essential for all Scholarship Chairs, information about turn in deadlines, how to run a scholarship committee, and confidentiality is discussed. Great forum for questions and to share how your committee chooses its candidates.

ELECTION PROCEDURES

This workshop will give you all the tools to run a smooth election meeting. We will cover:

- Preparations before the meeting
- The election script
- Handling nominations from the floor
- Handling a ballot vote
- Torrance Council support

FINANCIAL TEAM

This workshop will include reminders about important financial procedures as well as information about the mid-year budget review and the annual report that is required at the end of the year. We will also address any questions you may have regarding financial procedures. **All financial officers are required to attend at least one financial workshop a year.**

FINANCIAL REVIEWER

It is time to audit your PTA books for 7/1/23-12/31/23. Find out what to do and how. This workshop is essential for all unit Financial Reviewers. You will learn the basics for completing the year's financial reviews. **All financial officers are required to attend at least one workshop a year.**

[For all TCPTA Winter Workshops Pre-Registration Click HERE](#)

Please let us know who will be attending from your unit and what workshop they will be attending. RSVP is not required but helps council with planning for the event.

Questions? email training@torrancecouncilofptas.org