



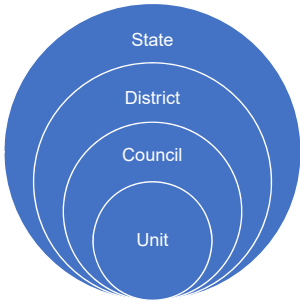
Why PTA?

- Resources
 - capta.org
 - Toolkit
 - PTAEZ
 - Social Media
 - Facebook
 - Twitter
 - Instagram







Through Channels....

the process of submitting payments and paperwork



PTA Basic Policies

- Noncommercial 
- Nonsectarian 
- Nonpartisan 



PTA Positions

- **Required by Non-Profit Law & Must be Filled:**
 - **President, Treasurer, Secretary**
- Required by PTA:
 - Parliamentarian, Auditor, Historian, Principal, Teacher Rep
- Optional - Advised:
 - Executive Vice President (general) or Vice President (specific)
- Optional:
 - Financial Secretary, Corresponding Secretary



President

- Oversees and coordinates the work of an executive board to run a PTA effectively
- Presides over PTA board and association meetings
- Serves as the official contact, communicator and representative of the PTA
- Designated as an authorized signer for PTA checks, contracts and authorization for payment
- Serves as ex-officio member of all committees except for the nomination committee
- Works with other PTA leaders to connect families, school and community to support student success.
- Cannot be related by blood or marriage nor reside in the same household as Treasurer or Financial Secretary



Executive Vice President

- Works as the primary aide to the president
- Helps lead a PTA towards specific goals consistent with PTA purposes and policies
- Performs president's duties in his or her absence
- Carries out other duties outlined in unit bylaws and standing rules or as assigned
- Can be used as President-elect or given specific duties.



Treasurer

- Maintains permanent records to track unit funds and financial transactions
- Chairs budget committee and prepares annual budget for adoption by the association
- Pays all PTA bills as authorized by the board and association
- Prepares reports for every board and association meeting and an annual financial report
- Ensures taxes and reports required by PTA bylaws, insurance or federal and state government are completed and submitted by the due date
- Cannot be related by blood or marriage nor reside in the same household as President and Financial Secretary



Financial Secretary

- Works closely with the treasurer and the other financial officers in handling PTA funds (deposits)
- Keeps a record of all PTA funds collected, deposited and disbursed
- Prepares monthly and annual financial reports
- Cannot be related by blood or marriage nor reside in the same household as President and Treasurer



Secretary

- Takes minutes at the board and association meetings
- Co-signs formal papers with president: authorizations for payment, resolutions and formal letters
- Maintains and preserves PTA records and important documents to pass on at the end of the term
- Keep current list of members provided by the membership chair
- Keep a current signed original set of the bylaws and standing rules
- Cannot be a check signer



Corresponding Secretary

- Handles PTA correspondences as directed by the president
- Notifies officers of their elections and chairmen of their appointments
- Send out notices of meetings
- Send out thank you notes to speakers/presenters and for donations



Parliamentarian

- Assists the president to manage meetings and advises on parliamentary procedure
- Chairs Bylaws committee to review unit Bylaws each year and revise Bylaws every 5 years
- Arranges nominating committee's first meeting, providing information on nomination and election process



Auditor

- Audits the books and financial records of a PTA to determine their accuracy
- Presents written reports on audits to the board and the association for adoption
- Forwards copies of adopted audits to council/district PTA as indicated in unit bylaws
- Cannot be a check signer



Audits

- Mini-Audits
 - Monthly
 - Checks bank statements against treasurers report
 - Done by non-check signer
- Biannual Audits
 - Mid Year & End of Year
 - Reviews all financial records, fills out Audit Report (toolkit)
 - Done by Auditor
 - Reviewed by Audit Committee



Historian

- Captures, assembles and preserves record of activities and achievements of a PTA
- Collects volunteer hours for PTA meetings and events
- Completes and submits the PTA Unit-Annual Historian Report to council/district PTA
- Displays or presents brief overview of PTA year at meeting near the end of the school year



Vice President or Standing Committee Positions

- Fundraising, Ways and Means
- Programs, Events, Family Engagement
- Membership
- Hospitality
- Parent Liaison, Room Parent Coordinator
- Awards, Scholarship, Student Recognition
- Student Representative
- Communications (instead of Corresponding Secretary)



Elected vs. Appointed Positions

- Elected
 - President, EVP, VP, Secretary, Treasurer, Financial Secretary, Historian
- Appointed by president, ratified by board
 - Parliamentarian, Corresponding Secretary, Standing Committee Chairs
- Neither
 - Principal
 - Teacher Representative
- Check Bylaws
- Auditor

All are members of the executive board and have full voting privileges.



Conflict of Interest Policy

- All board members are required to fill out Conflict/Whistleblower Form
- No officer (board member or committee chair) shall serve as a paid employee or under contract with the organization.
- IRS requirement of Non-profit entities
- toolkit.capta.org/running-your-pta/planning-organizing/conflict-of-interest-policy/





PTA Operations

- Committee, Executive, and Association/ General Meetings
- Must Keep Minutes
 - Attendees - quorum
 - Motions
 - Budget information and expenses
 - Election meeting - officers and check signers (bank requirement)
- Minutes approved at next meeting and signed by secretary



Committee Meetings

- Open to President, Chair, Committee Members
- Meet as necessary
- Quorum - majority of committee members
- Lengthy Discussions
 - Preliminary Work
 - Hammer out the details
- Recommend actions to the Executive Board - including handling of assigned dates, recommended action to the association and authorization for expenses.



Fundraising Committee

- Review files and materials from last term.
 - Procedure Book
- Meet with prior chair/committee
- Meet with your committee members.
- Delegate tasks to Committee Members
 - Publicity, Volunteers, Food, Auction, Entertainment, etc.
- Prepare committee reports for Executive Board
- All contract signed by 2 officers - "ABC PTA by XXX, President"
 - President
 - Another elected officer



Executive Meetings

- Open to Officers, Standing Committee Chair, Teacher Representatives, Principal (Must be members of the association.)
- Guest are granted a courtesy seat by the President to share information. They do not vote. Should leave meeting after their report.
- Meet monthly
- Fill vacancy - appointment of empty positions after elections.
- Appoint chairs
- Review budget - make recommendations
- Review audit - approve to move to general for adoption
- Review bylaws - beginning of the year
- Plan speakers or programs for General Meeting




Association/ General Meetings

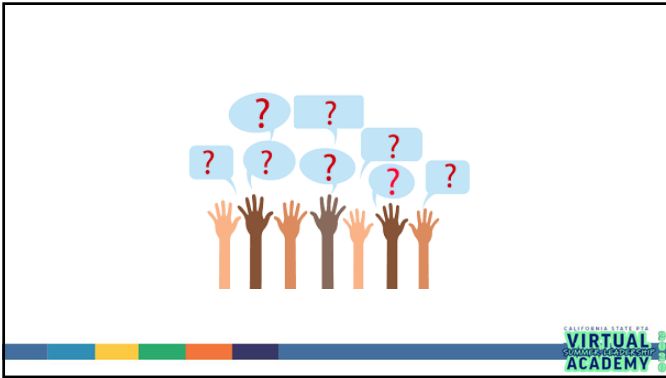
- Open to all - PTA members and guests (only members vote)
- Meet as set in Standing Rules of Bylaws - Post Agenda 10 days in advance (President can call an emergency meeting - see bylaws)
- Approve Calendar - Programs & Fundraisers
- Financial - Approve Budget, Release Funds & Ratify Expenses
- Adopt Budget
- Adopt Bylaws and Standing Rules
- Selection of Nominating Committee - 2 months prior to election meeting
- Elections (see Toolkit on capta.org)



Association / General Meeting


- Call to Order - Be sure quorum is met
- Opening Ceremonies - can include pledge of allegiance
- Approval of Minutes - from prior meeting
- Financial Reports - Including starting and ending balance
- Audit Report (twice annually) - This report is adopted by a 
- Presentation of Bills - to be paid and checks ratified
- Executive Board Report - Meeting Summary with motions to adopt, recommendations for approval
- Committee Reports - If no motions, report is filed.
- Unfinished Business - any items from the previous meeting
- New Business - Motion is needed on action item before discussion/vote
- Adjournment - no motion needed





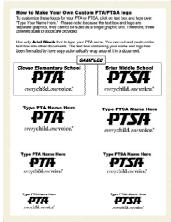
Membership Campaign - How?

- Create a theme
- Create a class competition or challenge another school
- Create school wide goal with incentives
- Budget and release funds for incentives



Membership Campaign - PTA Brand

- Build on the brand - use official logo
- Educate parents on the multiple levels of PTA, advocacy and benefits
- Inform parents of PTA sponsored activities - Have a sign at each event.
- On line resources:
- <https://capta.org/pta-leaders/run-your-pta/building-membership/>




Membership Reminders

- Anyone can join
- Every member gets a membership card
- Membership drive is year long
- Membership gives voting privileges (must be a member for 30 days)
- Membership goes from July 1- June 30, with a grace period until the end of October
- Uncouple membership with volunteering and attending meetings
- Membership chair should report membership numbers at meetings, move to release funds for membership incentives
- Different PTA levels must be in bylaws (teacher, student and family rates)
- TOTEM - electronic membership option
- Resources - capta.org , pta.org (search "membership") & Toolkit



Legal Aspects of PTA- How to be Compliant



"Good Standing"

- At least 15 members paid.
 - Of whom at least 3 must serve as President, Secretary, and Treasurer.
- Bylaws not more than 5 years old.
- Insurance premium paid in December.
- Workers' Comp Form Due (with additional fees, if applicable) by January 15th.
- IRS Taxes and Franchise Tax Board (State) Taxes completed and filed
- RRF-1 Form filed with Attorney General Office
- CT-TR-1 filed with the Attorney General if you filed the 990N - Postcard



Insurance

- Premium To be Determined
- Covers occurrences as long as you are following the rules.
- Provide copies of insurance guide to board members and event chairs.
- <https://capta.org/pta-leaders/services/insurance/>
- Questions - Contact AIM
 - capta@aim-companies.com
 - (800) 976-4044



Workers' Comp Form

- Any individual paid directly by the PTA
- PTA can avoid paying extra by "gifting" funds to school using Fiduciary Agreement (Toolkit, Form Section)
- [toolkit.capta.org/finance/pta-as-an-employer/workers-compensation-annual-payroll-report/](https://www.capta.org/finance/pta-as-an-employer/workers-compensation-annual-payroll-report/)



Thank for attending



- Maria Steck – Vice President for Leadership Services – msteck@capta.org