

Needed By	Item Description	Preliminary Work	President action	Board Action	Board Action Due	Association Action	Association Action Due	Council	Action due to Council
SPRING: President & Board Elect (Next Fiscal Year)	Appointed Board Members (Corresponding Secretary & Parliamentarian)	Find volunteers & confirm willingness to take on the job.	Make Appointments	Ratify appointments	May or as soon as possible	None required		Turn in names & contact info for officers	April 10th
	Fill vacant offices (if any after election)	Find volunteers & confirm willingness to take on the job.		Elect person(s) to fill any vacant offices	ASAP, no later than end June	None required		Turn in names & contact info for officers	April 10th (or as soon as filled)
	Committee Chairs	Find volunteers & confirm willingness to serve. Chairs can recommend successors.	Appointed	Ratify	May Mtg			Turn in names & contact info for Council directory	April 10
	Audit Committee & Reviewer of Monthly Bank Reconciliation			Appoint		Ratify appointment	No later than 1st mtg		
	Proposed Programs and/or Calendar of Activities	Gather input from chairs and board, meet with principal to plan dates	Make Calendar	Approve	May Mtg	Approve programs for coming year	Spring or year end Meeting		
	Proposed Budget for Fall	Treasurer to hold budget meeting w/president and committee; principal, board members, comm. chairs may be included	Participate in budget review	Approve proposed budget and recommend adoption by association	May Mtg	Approve proposed budget	Spring or year end Meeting	Turn in to Council	June Mtg or after approval
	Approval of Fundraisers	Ways & Means VP to review vendors for Fall fundraiser and make recommendation; have contracts prepared	Review contract with Fundraising Chairman	Review and make recommendation to Association to approve fundraiser(s) & contract(s)	May Mtg	Approve fundraiser(s) & contract(s) as needed (post for viewing)	Spring or year end Meeting		
	Signing of Contracts	All contracts must be approved by the Association, then signed by president and board member	Signed AFTER approval by Association	Approve	Before the contract is signed and the activity undertaken	Approve	Before the contract is signed and the activity undertaken		
	Release of Funds	Determine which funds are needed in summer and early fall				Approve release of funds for summer & Fall approved programs & budget items	Spring or year end Meeting		
	Change of check signers	List outgoing and incoming check signers as per bylaws				Note that check signers will be changed as per bylaws	Spring or year end Meeting		
	Council Directory	Collect directory contact information	Collect & Submit					Turn in to Council Directory Chair	end of June or by deadline
	Council PTA Training	Financial team & president-elect attend	attendance required	Board members attend training as applicable	June (dates tba)				

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SPRING: For current fiscal year	Budget Review	Treasurer to hold budget meeting with financial team, president, principal invited	Participate in budget review	Review & approve revised budget (if any) & recommend adoption by association	May Mtg	Approve revised budget (if any) (MOTION needed)	Spring or year end Meeting	Turn in to Council (if applicable)	June Mtg or after approval
	Gift to School (GTS) (if any)	GTS Chair & Committee to discuss needs of the school; make recommendation to board for allocation of excess funds. Amount tbd by financial team.	Appoint committee; participate in meeting	Review & approve GTS recommendation (MOTION to recommend to association)	May Mtg	Approve GTS recommendation (MOTION)	Spring or year end Meeting		
	Minutes	Prepared by Recording Secretary	Review	Presented & Corrections Made. Minutes stand approved as presented or corrected. (No motion required)	Meeting immediately following (e.g. Jan minutes approved in Feb)	Presented & Corrections Made. Minutes stand approved as presented or corrected. (No motion required)	Meeting immediately following (e.g. Sept minutes approved in Dec)	Turn in to Council at the next meeting after approval.	
	Treasurer, Financial Secretary & Budget to Actual Reports	Prepared by Treasurer/ Fin. Secretary for Board monthly; Prepared for Association for period between meetings.	Review	Presented & Corrections Made. Reports are filed for audit. (No motion required)	At meeting for that month	Presented by Treasurer & Corrections Made. Reports are filed for audit. (No motion to approve required)	At meeting for which it was prepared.	Turn in to Council at the next meeting after approval.	
	Approval of Checks for Payment	Payment authorizations are prepared by Treasurer, signed by President; Following approval by the Board, Recording Secretary is to sign all payment authorizations & record in the minutes	Review & Sign all payment authorizations & checks (two signatures are required -- by treasurer & president or 3rd signer as per bylaws)	Approve check #s and amounts with descriptions to be paid; Ratify check #s and amount after checks have been written. MOTION to pay bills and MOTION to ratify checks already paid.	Meeting the payments are made. This is done at each meeting.	Approve checks for bills that need to be paid currently. Ratify check #s and amounts that have been paid in the period between meetings. MOTION to ratify.	At each meeting		
	Approval to pay bills			MOTION to continue paying bills up to the budgeted amount until the next meeting.	At each meeting	MOTION to continue paying bills up to the budgeted amount until the next mtg.	At each meeting		
	Year End Financials	Close out books at end of June; all checks must be written for this year. Treasurer to prepare Annual Report & give books to Auditor for review	Assure that records are passed on as appropriate	turn in all warrants/ check requests		none		none	

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	Auditor's Report	Auditor & Committee reviews the records of the treasurer and prepares the audit report. Copies to be given to president, treasurer, recording secretary and council	Review	Auditor presents report and makes MOTION to recommend adoption by the association.	Meeting after audit report is completed. (for periods ending January, June)	Presented and Adopted. MOTION to adopt the audit report.	Meeting following completion (Spring, September)	Turn in at mtg after approval. Minutes showing adoption are also turned in	Meeting following adoption
	Bylaws Adoption (if needed)	If bylaws revisions have been submitted to council/CAPTA, 30 day notice of any changes must be given prior to vote by Association		Approve changes prior to sending to council	After bylaws committee review	Adopted with 30 day prior notice of changes. MOTION to adopt the revised bylaws with changes listed.	Mtg 30 days after return from CAPTA		
SUMMER	Communicate with chairs as needed to prep for fall	Have chairs prepare flyers for registration packet/ folder; approved by principal as needed	Provide assistance, guidance as needed						
	Coordinate folder or registration packet assembly if needed	Could include ordering folders if required, planning dates & volunteers, preparing materials	plan dates, coordinate volunteers as needed	help as available					
	President's welcome letter as needed	Write letter for back to school folder or newsletter	Write, submit to principal, make copies	none					
	Plan membership drive								
	Directory	* Have directory completed (for back to school folder if desired) *Reviewed by principal	Write letter for directory if needed	none		none		turn in to Council by November 1st deadline	Nov 1st
FALL	Back to School Folders/Registration	Assist school as requested and agreed upon. Duties could include coordinating packet/folder stuffing, registration activities, etc.	Consider having PTA info prepared and available for distribution with registration info (membership, volunteer info, programs, etc)	help as available					
First day of school	Orientation/New Parent Meeting (if applicable)	Assist school as requested and agreed upon.	Consider presenting PTA info if allowed						
First Association Meeting	Torrance Council Delegates	Determine who is willing to be delegate	Find/Appoint 2 delegates, 2 alternates	Ratify	Sept Mtg	Appointed or Elected (see your bylaws)	Sept Mtg	Submit names to Council	By Sept 30

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	Open Officer Positions	Fill any positions not filled at election	Appoint Parliamentarian & Corresponding Secretary (if needed)	Elect officers to fill any vacant roles	ASAP/Sept Mtg	none		Forward names and contact info to Council	
	New Chairpersons	Recruit any remaining chairs for open positions	Appoint Chairs & update list	Ratify	Sept Mtg/As needed			Forward names and contact info to Council	
	Budget & Programs	update program calendar and budget as needed.		Approve programs and budget (MOTION to approve) List of activities needs to accompany minutes	Sept Mtg	Approve programs, budget & release funds for programs until next Assoc. mtg.	Sept Mtg		
	Fundraisers	Determine which fundraisers PTA will do, including Restaurant Nights and senior class. NOTE: Adhere to the 3:1 rule, must have 3 student programs for every 1 fundraiser	Assist & advise as needed; Sign any contracts with another officer after approval of Association	Approve any fundraisers planned for the year (must include anything to occur before next mtg); Recommend approval to association. (MOTION needed.)	Sept Mtg	Approve any fundraisers planned (MOTION needed - recommendation of the board); Approve any contracts needed	Sept Mtg		
	Auditor's Report	Auditor & Committee reviews the records of the treasurer and prepares the audit report. Copies to be given to president, treasurer, recording secretary and council	Review	Auditor presents report and makes MOTION to recommend adoption by the association.	Sept Mtg	Presented and Adopted. MOTION to adopt the audit report needed.	Meeting following completion (September)	Turn in at mtg after approval. Minutes showing adoption are also turned in	Meeting following adoption (turn in before if adoption delayed)
	Torrance Council Reps			MOTION to approve sending persons to October Open Council Meeting (cost) & Presidents-Principals Luncheon	Sept Mtg			Pay for luncheon	By Due Date
	Committee Meetings	Make program plan activities and budget	Participate/Advise as needed ex-officio	Approve activities & budget plan	Sept Mtg	Approve any additional fundraisers	Sept Mtg		
	Nominating Committee (at least 2 months prior to annual election mtg)	Choose nominating committee (# of members and alternates in bylaws) guided by Parliamentarian	Facilitate	Reported to (No action required)		Elect Nominating Committee members	at least 2 months prior to election mtg	Submit report of nominating committee	After posting (at least 28 days prior to election)

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	Unit Directory	Directory chair to prepare directory for printing. President & Principal to approve. Directory distributed.	Review & Edit for PTA content; Write letter if needed	none		none		Turn in copies w/form	distributed by Oct 31 (early bird) /turn in by 12/1
	Motions for Council items			1) MOTION to allocate \$ for raffle basket for TCPTA holiday luncheon 2) MOTION to send president & principal to Holiday Luncheon	Oct/Nov Meeting			Prepare & take basket	Dec Mtg
	HSA Committee	choose committee members with Chair	Appoint	Ratify	Nov/Dec Mtg				
December	Holiday Dinner	Choose venue & plan holiday dinner	Make plans or find someone to	Attend					
		Minimal meeting notes							
January	February Open Council	Invite principal & reps to attend; TCPTA Reflections winner(s) as applicable	RSVP for Open Council	MOTION to approve funds to send persons to February Open Council Meeting	Jan Mtg			Pay for luncheon	By due date
	Nominating Committee	Nominating committee to choose & confirm nominations for election; POST report of nominees 30 days prior to election	Follow up so report is posted on time. (Not ex-officio; do not participate/advise committee)	Reported to (No action required)	Feb Mtg				
	Budget Review	Treasurer to hold budget meeting with financial team, president, principal invited	Participate in budget review	Approve revised budget (if any) and recommend adoption by association	Feb Mtg	Approve revised budget (if any) (MOTION needed)	Feb Mtg	Turn in to Council (if applicable)	March Mtg or after approval
February	HSA Program	Committee to choose recipients & prepare program	assist as needed	none		none		none	
	Election (Annual Election Mtg of Association held during month listed in bylaws)	Nominating Committee to choose nominees; Post slate at least 28 days prior to Election Mtg	Notify Members of Election Mtg 30 days prior. Conduct election at Assn Mtg	none (hear report of nominating committee)	Month of Annual Election Mtg	VOTE to elect new board members	Month of Annual Election Mtg	Turn in names of new board members; Turn in Nom.Comm. Report	Next Mtg. After Election Meeting
	Audit Report	Auditor to complete July-Dec audit after receiving materials from Treasurer		Approve audit & recommend for adoption by Association	Feb Mtg	Adopt audit	Feb Mtg	Turn in completed report after adoption	March Mtg
	Scholarship committee	Discuss with Scholarship chair; collect info from TCPTA	Appoint members	Ratify members	Jan/Feb Mtg (or earlier)	none			

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	Bylaws review		Appoint committee; participate ex-officio	Ratify members	Feb Mtg (or earlier)	none			
March	Convention	Determine if there will be any delegates sent to Convention; 2 are allowed for all PTAs (to include president-elect & 1 other; more are allowed for larger associations).	Incoming president is 1st delegate	Ratify delegates	Feb or March mtg	Elect delegates	Feb or prior to Convention registration		
April	Budget Review	Treasurer to hold budget meeting with financial team, president, principal invited; Determine preliminary GTS amount	Participate in budget review	Approve revised budget (if any) and recommend adoption by association	May Mtg	Approve revised budget (if any) (MOTION needed)	May Mtg	Turn in to Council (if applicable)	June Mtg
May	Gift to School Committee (GTS)	Make recommendations for GTS monies	Appoint committee	Ratify Committee	April Mtg				
ONGOING	REGULAR ITEMS								
	Minutes	Prepared by Recording Secretary	Review	Presented & Corrections Made. Minutes stand approved as presented or corrected. (No motion to approve required)	Meeting immediately following (e.g. Jan minutes approved in Feb)	Presented & Corrections Made. Minutes stand approved as presented or corrected. (No motion to approve required)	Meeting immediately following (e.g. Sept minutes approved in Dec)	Turn in to Council at the next meeting after approval.	Meeting immediately following
	Treasurer's Report	Prepared by Treasurer for Board monthly; Prepared for Association for period between meetings.	Review	Presented by Treasurer & Corrections Made. Reports are filed for audit. (No motion to approve required)	At meeting for that month	Presented by Treasurer & Corrections Made. Reports are filed for audit. (No motion to approve required)	At meeting for which it was prepared.	Turn in to Council at the next meeting after approval.	
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	Auditor's Report (January & July)	Auditor reviews the records of the treasurer and prepares the audit report. Copies to be given to president, treasurer, recording secretary and council (2 copies)	Review	Auditor presents report and makes MOTION to recommend adoption by the association.	Meeting after the report is completed. Reports due February, September	Presented and Adopted. MOTION to adopt the audit report needed.	Meeting following completion (Sept, Feb)	Turn in at mtg after approval. Minutes showing adoption are also turned in (after mins. Approved @ next meeting)	Meeting following adoption
	Signing of Contracts	All contracts must be approved by the Association and signed by the president and another officer after it has been approved.	Signed AFTER approval by Association	Approve	Before the contract is signed and the activity undertaken	Approve	Before the contract is signed and the activity undertaken		
	Board & Committee Chair Reports	Let Board & Committee members know when they need to give reports (can be reminded by corresponding secretary)	Advise as needed	Committee Chairs should present plans for their activity & budget to the Board for approval prior to execution; Give updates & report to Board on results upon completion. Submit committee reports to president & auditor at completion	Review & approval of plans				
	Committees	Members chosen	Members appointed by President	Ratify appointments					
	Communications: Review all outgoing communications (Newsletters, Eblasts, Website, Bulletin Board)	Any communications (newsletter, flyers, eblasts) should be reviewed by president and approved by principal	Review all communications	none		none		Turn in Newsletters to Council	Mtg after completed.

Quorum is required to conduct any business/vote on anything. Check your bylaws for Quorums

Board Quorum:

Association Quorum: