

Torrance Council of PTAs

# PTA Presidents

April 21, 2021



# Welcome!

Congratulations and Thank You for being President of your PTA!

- Overview
  - Your Role and the PTA
  - Things to get done this spring
  - Looking to the future
  - Resources
  - Questions & Answers

# PTA Roles and Organization



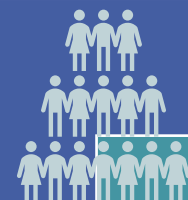
## President

- **OFFICIAL REPRESENTATIVE OF ASSOCIATION**
  - *Preside at meetings*
  - *Sign contracts, checks, payment authorizations*
  - *Review/approve communications*
- **COORDINATE & OVERSEE THE WORK**
  - *Appoint chairs and committees*
  - *Ex-officio member*
  - *Ensure compliance with requirements*



## Executive Board

- **CARRY OUT BUSINESS DIRECTED BY ASSOCIATION**
  - *Develop plans for programs/events*
  - *Create committees*
  - *Review/approve committee recommendations*
- **PROTECT ASSETS & REPORT TO ASSOCIATION**
  - *Recommend actions*
  - *Financial review & transparency*
  - *Pay Bills*



## Association

- **DECIDES WHAT WE DO:**
  - *Approve Programs & Activities*
  - *Approve Fundraisers & Contracts*
    - *3 to 1 Rule*
  - *Adopts Bylaws*
- **HOW MONEY IS SPENT**
  - *Adopt Budget*
  - *Releases funds*
  - *Approves/Ratify Expenditures*
  - *Adopt Audit*
- **CHOOSE REPRESENTATION**
  - *Elect Officers*
  - *Elect Nominating Committee*
  - *Elect Convention Delegates*
  - *Councill Delegates*



# The Association

is responsible to:



- **DECIDE WHAT WE DO**
  - Approve PROGRAMS and ACTIVITIES
  - Approve FUNDRAISERS
    - 3 to 1 Rule
  - Approve any CONTRACTS to be signed
  - Adopts bylaws
- **DECIDE HOW TO SPEND MONEY**
  - Adopt BUDGET
  - Release Funds
  - Approve/Ratify Expenditures
  - Adopt Audit
- **CHOOSE REPRESENTATION**
  - Elect OFFICERS
  - Elect NOMINATING COMMITTEE
  - Elect Convention Delegates
  - Elect or appoint Council Delegates

# Executive Board

is responsible to:



- **CARRY OUT BUSINESS DIRECTED BY ASSOCIATION**
  - Develop plans for programs/events
  - Create committees
  - Review/approve committee recommendations
- **PROTECT ASSETS & REPORT TO ASSOCIATION**
  - Recommend actions
  - Financial review & transparency
  - Pay Bills



# The President

is responsible to:

- **OFFICIAL REPRESENTATIVE OF ASSOCIATION**
  - Preside at meetings
  - Sign contracts, checks, payment authorizations
  - Review/approve communications
- **COORDINATE & OVERSEE THE WORK**
  - Appoint chairs and committees
  - Ex-officio member
  - Ensure compliance with requirements



# Set goals

- Think about your PTA and what you'd like to accomplish this year.
  - Choose a president's theme
- Gather Information
  - You may want to talk to people – board members, parents, staff, etc. to get feedback on your PTA.
  - Thinking of strengths and weaknesses could be a good jumping off point
- Plan goals for the year with your Board





# So what do I have to do now?

- Meet with current president if possible
- Meet with principal
- Prepare Calendar of Events
- Budget Meeting to prepare proposed budget - Chaired by Treasurer
- Discuss options for Fall Fundraiser w/Ways and Means Chair  
(talk with vendors if applicable)
- Call Meeting of the Board-Elect - with 7 days notice
  - 10-14 days before your last Association meeting



# Executive Board Meeting Agenda

- ELECT persons for open board positions if any (majority w/10 days notice or 2/3)
- Appoint Parliamentarian and Corresponding Secretary, Board Ratifies
- Appoint Committee Chairs, Board Ratifies
- Approve proposed budget
- Approve any planned programs and calendar of events
- Approve Fall Fundraisers
- Approve contracts to be signed for fall programs/fundraisers
- Approve funds to be released (for activities occurring between meetings)
- Appoint Audit Committee and Reviewer of Monthly Bank Reconciliation
- Note change of check signers (as listed in bylaws)





# Association Meeting Agenda

- Give a Report to the Association on any actions taken
- Introduce Board-Elect and any appointed officers and chairs
- Approve proposed budget
- Approve any planned programs and calendar of events
- Approve Fall Fundraisers
- Approve contracts to be signed for fall programs/fundraisers
- Approve funds to be released (for activities occurring between meetings)
- Ratify Audit Committee and Reviewer of Monthly Bank Reconciliation
- Note change of check signers (as listed in bylaws)





# Holding a Meeting

- Prepare an Agenda for the meeting
  - Ask officers and chairs for agenda items in advance
  - Share the agenda with the appropriate group
    - Association agendas should go out with meeting notice 10 days before – cannot vote on anything that is not in the notice
- Presidents generally do not make motions to avoid influencing a vote.
  - Anyone other member (30 days) can make a motion
  - At Association meetings, often Recording Secretary presents the recommendations from the board and makes motion to approve
- Presidents do not vote, except for anonymous or to break a tie
- “Items to be Approved” list is in your packet
- “Action Items” handouts – spring
- Sample Agenda & Eight Steps to a Motion



# Eight Steps to a Motion

**Obtain the Floor**

**Chair Recognizes**

**Make Motion: “I move...”**

**Motion Seconded**

“Is there a second?”

**Chair Restates Motion**

“It’s been moved and seconded to...”

**Asks for Discussion**

“Is there any discussion?”

**Motion can be amended**

**Chair Calls for a Vote**

All those in favor say aye. Any opposed?

**Chair Announces Result**

Motion carried/approved or denied



# Items to be Approved List

## Items to be Approved

9/28/2020

(These items MUST be recorded in the minutes of the appropriate meeting - include name of maker of motion, wording and result)

	Executive Board	Association	President	Committee	Timeline
<b>PROGRAMS/ACTIVITIES/FUNDRAISERS</b>					
<b>Programs/Activities/Fundraisers</b>	Approve & Recommend Program to Association. Approve Committee Program Plan of Action.	Approve Program/Activity	Participate in committees ex-officio. Assists/guides	Recommend plan of action including budget to Board. Carry out work approved. Report to Board.	Spring and/or First Meeting of year
<b>Committees &amp; Chairs</b>	Ratify Chairs/Committees. Appoint Audit Committee & Bank Reconciliation Reviewer	Ratify appointments of audit committee & Bank Rec Reviewer	Appoint Chairs/ Committees		Spring or First Meeting; As needed
<b>Contracts</b>	Approve & Recommend approval of contract to Assoc.	Approve contracts for programs	Sign contract w/another officer, include titles to avoid liability		Prior to signing, As needed
<b>FINANCIAL</b>					
<b>Budget</b>	Approve & recommend to Association	Approve Budget	Appoint committee, Serves ex-officio	Chaired by Treasurer, Prepares budget	Spring meeting AND First meeting of year
	Approve & recommend revisions to budget	Approve revisions to budget	Ensure current budget is approved by Association	Review/recommend changes to budget	As needed
<b>Release funds</b>	Recommend release of funds	Releases funds for programs	Ensure funds are released		Prior to expenditures
<b>Expenditures</b>	Authorize payments. Approve bills to be paid. Ratify checks.	Authorize payments and/or Ratify checks. "Approve pay bills until next meeting."	Sign checks w/treasurer & payment authorizations w/secretary		Each Meeting
<b>Audit</b>	Approve Audit	Adopt Audits (July-Dec and Jan-June)		Audit Committee reviews. Auditor presents audit.	Mid-Year, Beg of year
<b>Financial Reports</b>	Review & Receive	Review & Receive	No Motion Needed "Any Questions? The report will be filed for Audit"	Treasurer & Financial Secretary prepare & present reports for each meeting	Each Meeting
<b>ADMINISTRATIVE</b>					
<b>Minutes</b>	Review, Correct & Approve minutes of Board	Review, Correct & Approve minutes of Association	No Motion Needed "Any Corrections? The minutes are approved as presented/corrected."	President can appoint committee to review minutes	Each Meeting
<b>Bylaws</b>	Approve any changes to bylaws prior to sending to council	Adopt Bylaws after approved by CAPTA	Appoint bylaws committee; serve ex-officio; Give 30 day notice of meeting & post changes; sign adopted bylaws w/secretary	Bylaws committee chaired by Parliamentarian recommends changes to Board; return signed copy to Council Parliamentarian	At least every 5 years, or as needed
<b>REPRESENTATION</b>					
<b>Nominating Committee</b>	Parliamentarian to convene nominating committee	Elect Nominating Committee	DOES NOT serve ex-officio	Prepares a slate of officers; Post slate 28 days prior to election	At least 60 days prior to election meeting
<b>Elected Officers</b>	Elect officers to fill any vacancies after election	Elect Officers at Annual Election meeting	Give 30 day notice of mtg. Ensure slate is posted 28 days prior		Check bylaws for election month
<b>Council Delegs.</b>		Appoint/elect Council delegates	Give names to Council Parliam.		September
<b>Conv. Delegs.</b>	Consider candidates	Elect addl. Convention delegates	President-elect is delegate		Prior to May

# Handouts

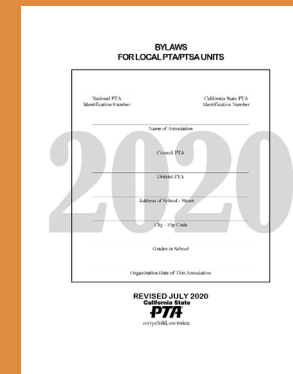


- First Tasks for new PTA officers and chairman (CAPTA)
- Spring/Year End Checklist (Incoming & Outgoing)
- Unit Bylaws Information Summary (bylaws cheatsheet)
- Sample PTA Agenda (with motions and phrases to use)
- Eight Steps to a Motion
- Checklist for a Healthy PTA
- Items to be Approved (General)
- Running an Event and other Insurance and Legal Aspects of PTA
- Annual Action Items List (Full Year)



# Resources & Training

- **Encourage your board members to attend training**
  - Financial officers are **REQUIRED** to attend a training in spring or fall
- There are lots of resources on Council website:  
<https://www.torrancecouncilofptas.org/>
  - Many recorded trainings during COVID
- California PTA Website: **CAPTA.org**
- Your Unit Bylaws (let me know if you need a copy)
  - Fill out the bylaws cheat sheet to keep with you for quick reference



A template for a PTA Bylaws Cheat Sheet. It features a large, semi-transparent '2020' watermark in the background. The form is titled 'BYLAWS FOR LOCAL PTA UNITS' and contains several sections for information entry, including 'National PTA Identification Number', 'California State PTA Identification Number', 'Name of Association', 'Council PTA', 'District PTA', 'Address of School - Street', 'City - State - Zip', 'Grade in School', and 'Organizational Date of This Association'. At the bottom, it states 'REVISED JULY 2020' and 'CAPTA.org PTA'.



# Questions?