# Torrance Council of PTAs
# Virtual Training
# for Unit Officers and Chairmen
# Winter 2022

**Election Procedures and Bylaws Q&A—Monday, January 10th at 6:00 p.m.**
We will be talking about procedures for running a smooth election. We will also discuss how to update your bylaws and answer any of your questions on this process. Parliamentarians and Presidents should attend. Register in advance for this meeting:
https://us02web.zoom.us/meeting/register/tZMufu-rrzkiEtctB8ydgdC8JMYyFtJCFKi8

**President's Round Table - Monday, January 10th at 7:15 p.m.**
We're here to support you and find out how we can help during Covid-19. Bring your ideas of what's working for your PTA and any questions you might have. Register in advance for this meeting:
https://us02web.zoom.us/meeting/register/tZMufu-rrzkiEtctB8ydgdC8JMYyFtJCFKi8

**Scholarship—Monday, January 24th at 6:00 p.m.**
This workshop is essential for Scholarship Chairs! Tips, suggestions, guidelines and more will be shared to help chairs run their committee. We will also discuss the distribution of scholarship application packets so a representative from each unit should plan to attend. Register in advance for this meeting: https://us02web.zoom.us/meeting/register/tZwvde-grzgsHdyYfKzRnFHJvSNZY-WHgXb1

**Financial Team*—Monday, January 24th at 7:15 p.m.**
This workshop will include reminders about important financial procedures as well as information about the mid-year budget review and annual report. Bring your questions about myPTAez, financial procedures, etc. **** All financial officers are required to attend at least one workshop a year.*** Register in advance for this meeting:
https://us02web.zoom.us/meeting/register/tZYocuCgqTIvGNH8KEf958RcaiSuQNrcDhCv

**Auditor-- Monday, January 31 at 6:00**
It's time to audit your PTA books for 7/1/21– 12/31/21. This workshop is essential for all unit auditors to find out what to do and how to do the second half of the year audit. Will also review why an audit is important, what is an audit committee and who can be on it. Register in advance for this meeting:
https://us02web.zoom.us/meeting/register/tZwkceyoqjkrHtfMncoQwg8o9HI0Z6g7SJ5s

**Advanced registration will be required to access the event.**
**Each attendee will need to register to receive a unique Zoom link.**

**Questions? Please reach out to Shari Kaku at tcptaworkshops@gmail.com.**