

Needed By	Item Description	Preliminary Work	President action	Board Action	Board Action Due	Association Action	Association Action Due	Council	Action due to Council
SPRING: Board-Elect (Next Fiscal Year)	Appointed Board Members: Corresp. Secretary & Parliamentarian	Find volunteers & confirm willingness to serve	Make Appointments	Ratify appointments	May or as soon as possible	None required		Submit names & contact info for officers	April 10th
	Fill vacant offices (if any after election)	Find volunteers & confirm willingness to serve		Elect person(s) to fill any vacant offices	ASAP, by end June	None required		Submit names & contact info for officers	April 10th (or as soon as filled)
	Committee Chairs	Find volunteers & confirm willingness to serve. Chairs may recommend successors.	Appointed	Ratify	May Mtg			Submit names & contact info for Council directory	April 10
	Financial Review Committee & Monthly Bank Rec Reviewer			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 mtg. w/president & committee; may include principal, board, chairs	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 & recommend 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 Association, then signed by president and board member	Signed AFTER approval by Association	Approve	Before contract is signed & activity undertaken	Approve	Before contract is signed & 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	Coordinate w/ treasurer for check signers to bank in early July			Note that check signers will be changed as per bylaws, list names	Spring or year end Meeting		
	Council Directory	Collect directory contact information	Collect & Submit					Submit to Council Directory Chair	by June or deadline
	Council PTA Training	Financial team & president-elect attend	attendance required	Board members attend training as applicable	May/June (dates tba)				

Needed By	Item Description	Preliminary Work	President action	Board Action	Board Action Due	Association Action	Association Action Due	Council	Action due to Council
SPRING: CURRENT fiscal year	Budget Review	Treasurer to hold budget meeting w/president & committee (principal)	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 school; recommendations to board for allocation of excess funds. Amount tbd by financial team.	Appoint committee; participate in meeting	Ratify committee. 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 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 financial review. (No motion required)	At meeting for that month	Presented & Corrections Made. Reports are filed for review. (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 prepared by Treasurer, signed by President; Approved by the Board, Recording Secretary signs all payment authorizations & records in minutes	Review & Sign all payment authorizations & checks (two signatures required - treasurer & president or 3rd signer as per bylaws)	Approve bills: check #s, amts. w/descriptions; Ratify check #s and amount after checks written. MOTION to pay bills and MOTION to ratify checks	Meeting the payments are made. This is done at each meeting.	Approve bills to be paid currently. Ratify check #s and amounts paid in the period between meetings. MOTION to ratify.	At each meeting		
	Year End Financials	Close books June 30 (all checks written for fiscal yr.) Treasurer prepare Annual Report; books to Financial Reviewer	Ensure that records are passed on as appropriate	turn in all warrants/ check requests		none		none	
	Tax and Charitable Trust Filings	Prepare tax and Charitable Trust filings (or submit to accountant). Complete corporation filings if incorporated.	Ensure that filings are completed and records are passed on as appropriate						

Needed By	Item Description	Preliminary Work	President action	Board Action	Board Action Due	Association Action	Association Action Due	Council	Action due to Council
	Financial Reviewer's Report (<i>formerly Auditor</i>)	Financial Reviewer & Committee reviews records of treasurer and prepares financial review report. Copies to president, treasurer, rec sec, council	Review	Financial Reviewer presents report and makes MOTION to recommend adoption by the association.	Meeting after report done. (for periods ending Jan & June)	Presented and Adopted. MOTION to adopt the financial review report.	Meeting following completion (Spring, September)	Turn in at mtg after approval. w/ Minutes showing adoption	Meeting following adoption
	Bylaws Adoption (if needed)	If bylaws revisions 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 (Motion needed)	After bylaws committee review	Adopted with 30 day prior notice of changes. MOTION to adopt revised bylaws with changes listed.	Mtg 30 days after return from CAPTA		
SUMMER	Communicate with chairs as needed to prep for fall	Chairs prepare flyers for registration packet/ folder; approved by principal	Provide guidance; Approve all communications						
	Coordinate folder or registration packet assembly if needed	Could include ordering folders, 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/newsletter	Write, submit appropriately	none					
	Plan membership drive	Prepare & distribute membership information	Ensure membership drive underway						
	Change check signers	Make appt w/bank	Ensure completed						
	Unit Directory (optional)	Distribute w/BTS info if desired. *principal reviews	Review, Welcome letter if desired	none		none			
FALL	Back to School Folders/Registration	Assist school as requested and agreed upon. Duties could include coordinating packet/folder stuffing, registration activities, etc.	Consider PTA info available for distribution w/ reg. info (membership, volunteer info, etc)	help as available					
	Membership Drive & Dues	Promote & collect dues for membership. Submit totals & payment to council. Keep membership list.	Ensure membership dues are submitted to Council each month	none		none		Submit membership lists & forward dues to Council	monthly
	Conflict of interest/ Whistleblower Forms	Distribute to board for completion	Ensure all forms are completed	Board members must complete; to Treasurer	September or 1st board mtg				
First day of school	Orientation/New Parent Meeting	Assist school as requested and agreed upon.	Consider presenting PTA info if allowed						
First Meetings	Torrance Council Delegates	Determine who is willing to be delegate(s)	Find 2 delegates, 2 alternates	Find potential volunteers	Sept Mtg	Appointed or Elected (see bylaws)	Sept Mtg	Submit names to Council	By Sept 30

Needed By	Item Description	Preliminary Work	President action	Board Action	Board Action Due	Association Action	Association Action Due	Council	Action due to Council
First Meetings (cont'd.)	Open Officer Positions (if applicable)	Fill any positions not filled at election	Appoint Parliamentarian & Corresp. Secretary	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 & contact to Council	
	Budget & Programs	update program calendar and budget as needed.		Approve programs & budget (MOTION to approve) Keep list of activities w/minutes	Sept Mtg	Approve programs, budget & release funds for programs til next Assoc. mtg.	Sept Mtg		
	Contracts (as required) for fundraisers, programs, etc.	All contracts must be approved by Association, then signed by president and board member	Signed AFTER approval by Association	Approve	Before contract is signed & activity undertaken	Approve	Before contract is signed & activity undertaken		
	Fundraisers	Determine PTA fundraisers (include Restaurant Nights & senior class). Adhere to 3:1 rule (3 student programs: every 1 fundraiser)	Advise as needed; Sign contracts w/elected officer after approval of Association	Approve fundraisers (any occurring before next mtg); Recommend to association. (MOTION needed)	Sept Mtg; approve before undertaking activity or signing contract	Approve any fundraisers planned; Approve any contracts needed (MOTION needed)	Sept Mtg		
	Financial Reviewer's Report	Financial Reviewer & Committee reviews the records of the treasurer and prepares the report. Copies to be given to president, treasurer, rec. sec., council	Review	Financial Reviewer presents report and makes MOTION to approve and recommend adoption by the association.	Sept Mtg	Presented and Adopted. MOTION to adopt the financial review report needed.	September - meeting following completion	Turn in at mtg after approval. Minutes showing adoption are also turned in	Meeting following adoption (before if adoption delayed)
	Torrance Council Association mtg	Determine who will attend (Pres, Princ, delegates) & if there will be cost involved		MOTION to approve cost for October Council Mtg & Presidents-Principals Luncheon	Sept Mtg			Pay for luncheon	By Due Date
	Committee Meetings	Make program plan activities and budget	Participate/Advise as needed	Approve activities & budget plan	Sept Mtg	Approve programs / fundraisers	Sept Mtg		
	Elect 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 60 days prior to election mtg	Submit report of nominating committee	After posting (at least 28 days prior to election)
	Motions for Council items			1) MOTION to allocate \$ for scholarship raffle basket for TCPTA 2) MOTION to send president & principal to Holiday Luncheon	Oct/Nov Meeting			Prepare & take basket	Dec Mtg

Needed By	Item Description	Preliminary Work	President action	Board Action	Board Action Due	Association Action	Association Action Due	Council	Action due to Council
November	Financials/Taxes Due	Ensure taxes turned in or extension filed by deadline	Check w/Treasurer to ensure completed						
	HSA Committee	choose committee members with Chair	Appoint	Ratify	Nov/Dec Mtg				
December	Holiday Dinner	Find venue & plan holiday dinner. <i>Minimal mtg business</i>	Make plans or find someone to	Attend					
January/ February	February Open Council	Invite principal & reps to attend; TCPTA Reflections winner(s) as applicable	RSVP for Open Council	MOTION to approve funds for February Council Mtg (if need)	Jan Mtg			Pay for luncheon	By due date
	Nominating Committee Report	Nominating committee to choose & confirm nominations for election; POST report of nominees 28 days prior to election	Ensure report is posted on time. (Not ex-officio; do not participate or advise)	Reported to (No action required)	Feb Mtg	Chair to give report at Annual Election Meeting		Turn in report of nominating committee	After posting (at least 28 days prior to election)
	Annual Election Mtg of Association held during month listed in bylaws	Notify Members of Election Mtg 30 days prior (most in Feb, check bylaws for month/date)	Ensure that 30 day notice is given	none (hear report of nominating committee)	Month of Annual Election Mtg	VOTE to elect new board members	Month of Annual Election Mtg	Submit names of new board & Nominating Com. Report	Next Mtg. After Election Meeting
	Scholarship committee	Chair collect info from TCPTA, committee chooses recipients	Appoint members	Ratify members	Jan/Feb Mtg (or earlier)	Present scholarships at a meeting if requested	Assoc mtg in spring	Turn in names to Council	
	Budget Review	Treasurer to hold budget meeting w/president, and others, principal invited	Participate in budget review	Approve revised budget (if any) & 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	Approve Event Plan prior to spending. Report to the Board re: progress.		Awards presented at Association Meeting. No action needed.		Turn in names/bios to Council; RSVP for Council event
	Financial Review Report	Financial Reviewer complete July-Dec review after receive books from Treasurer		Approve financial review & recommend for adoption by Association	Feb Mtg	Adopt financial review	Feb Mtg	Turn in report w/adoption dates	March Mtg
	Historian's Report	Historian to collect volunteer hours (actual & estimated) for the fiscal year.	Assist Historian, complete/sign the historian report	Board members report volunteer hours to historian (self & help)		none		Turn in Annual Historian Report to Council	February or March; indicated by
	Bylaws review	Parliamentarian to review bylaws annually. Submit revision at least every 5 yrs.	Appoint committee; participate ex-officio	Ratify members	Feb Mtg (or earlier)	Adopt Bylaws Revisions (if any) after approval by CAPTA	as appropriate	Submit bylaws revisions to Council Parliamentarian	prior to adoption by association

Needed By	Item Description	Preliminary Work	President action	Board Action	Board Action Due	Association Action	Association Action Due	Council	Action due to Council
	Convention	Determine convention delegates; 2 are allowed for all PTAs (president-elect + 1 other; more for larger associations)	Incoming president is 1st delegate	Ratify delegates	prior to Association last meeting before convention	Elect delegates	Feb or prior to Convention registration		
April	Budget Review (approve revisions if needed)	Treasurer hold budget mtg Determine if any preliminary GTS amount	Participate in budget review	Approve revised budget and recommend to association	May Mtg	Approve revised budget (if any) (MOTION needed)	May Mtg	Turn in to Council (if applicable)	June Mtg
April/May	Gift to School Committee (GTS)	Make recommendations for GTS monies if any	Appoint committee	Ratify Committee	April Mtg or sooner	Approve Gift to School	May Mtg		
ONGOING	REGULAR ITEMS								
	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 Feb)	Presented/Corrections Made. Minutes stand approved as presented or corrected. (No motion required)	Meeting immediately following	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 review. (No motion to approve required)	At meeting for that month	Presented by Treasurer & Corrections Made. Reports are filed for review. (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 prepared by Treasurer or Fin. Sec., signed by President; Approved by Board; Recording Secretary signs & record in minutes	Review & Sign all payment authorizations & checks (two signatures required - treasurer, president or 3rd signer)	Approve check #s and amounts w/descriptions to be paid; Ratify check #s and amount after checks written. MOTION to pay bills and MOTION to ratify checks already paid.	Meeting the payments are made. This is done at each meeting.	Ratify check #s and amount that has been paid in the period between meetings. MOTION to ratify.	At each meeting		
	Financial Reviewer's Report (January & July)	Financial Reviewer reviews records of treasurer & prepares report. Copies to president, treasurer, rec sec & council (2 copies)	Review	Financial Reviewer presents report and makes MOTION to recommend adoption by the association.	Meeting after completed. Reports due February, September	Presented and Adopted. MOTION to adopt the financial review report needed.	Meeting following completion (Sept, Feb)	Turn in after approval with Minutes showing adoption	Meeting following adoption
	Signing of Contracts	All contracts must be approved by Association then signed by president + 1 elected officer.	Signed AFTER approval by Association	Motion to Approve	Before contract is signed and activity undertaken	Motion to Approve	Before contract signed & activity		

Action Items

Needed By	Item Description	Preliminary Work	President action	Board Action	Board Action Due	Association Action	Association Action Due	Council	Action due to Council
	Board & Committee Chair Reports	Let Board & Committee members know when they need to give reports (can be reminded by corresponding secretary)	Advise as needed	Approve event plans prior to execution; Chair report updates & results. Committee reports to president & financial reviewer	Review & approve all plans before executed or funds used				
	Committees	Members chosen	Appoint members	Ratify appointments					
	Review outgoing communications (Newsletter, Eblast, Website, Bulletin Board)	Any communications (newsletter, flyers, eblasts) 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.				Board Quorum:		Association Quorum:			