**[PTA Name]**

**Association Meeting**

**[Date of Meeting]**

**Agenda**

**Call to Order** – [President Name]

Pledge of Allegiance

**President’s Welcome & Comments –**

* President’s Report

**Announcements**

* Reports from officers/chairs (membership, programs, etc)
* Upcoming Events

**Presentation of the Minutes\*** for [date of last association meeting] – [Recording Secretary Name]

**Financial Reports\***

**Financial Secretary** – [name]

**Treasurer** – [name]

**Financial Reviewer** – [name of last year’s auditor]

**Presentation of the Financial Review for \_\_\_\_\_ to \_\_\_\_\_\_, \_\_\_\_** [month to month, year]

**Adopt the financial review for the period of \_\_\_\_\_ to \_\_\_\_\_\_, \_\_\_\_** [month to month, year]

**Recommendations from the Executive Board:**

1. Approve Programs [list them here]
   1. … etc.
2. Approve fundraisers [list them here]
   1. … etc.
3. Approve contracts [list them here]
4. Approve the proposed Budget for [year]\*
5. Approve the release of funds for [list anything here that you think you will spend money on before your next association meeting] as listed in the budget.

**New Business**

1. Appoint delegates and alternates to Torrance Council of PTAs [add names if have]

**Comments, Questions, Suggestions**

**Next Association Meeting**: [date]

Association Meetings for [year]

[add meeting dates]

**Adjourn**

*\*Documents to be shared at the meeting.*