

# Unit Presidents (UPs) Meetings for 2023 - 2024

*\*\*Please be advised that UPs meetings will be held virtually until further notice. All meetings will include a link for a RSVP from the president, and/or board member.*

**Time:** 9:30 am

**Place\*\*:** Head Start Auditorium  
1260 E. 33rd Street, Signal Hill, CA 90755  
(Additional parking is located at the TRC)

Attendance at monthly meetings is part of the responsibility of the Unit President. Vital information and training will be gained by being present at these meetings each month. If you are unable to make it, you should send someone else from your board to represent your unit. Make sure you give them the paperwork that is required to turn in each month to keep your unit in good standing.

Unit Presidents meetings will start promptly at 9:30. Area Advisors will be available by 9:00 for questions and specific issues occurring with your PTA/PTSA.

*\*\*While on the virtual platform, breakout rooms can be made available for units wishing some face to face time with area advisors, or other council board members from 9:00 – 9:25.*

<b>Date</b>	<b>Type of Meeting</b>	<b>Who Should Attend</b>
<b>2023</b>		
<b>August 8th</b>	Red Book Orientation	All Unit Presidents, Officers & Chairmen
<b>September 12<sup>th</sup></b>	Executive Board (UPs meeting)	All Unit Presidents or their representatives
<b>October 10<sup>th</sup></b>	Executive Board (UPs meeting)	All Unit Presidents or their representatives
<b>November 14<sup>th</sup></b>	<b>Association Meeting</b>	All Unit Presidents or their representatives & 2 Delegates
<b>2024</b>		
<b>January 9<sup>th</sup></b>	Executive Board (UPs meeting)	All Unit Presidents or their representatives
<b>February 13<sup>th</sup></b>	Executive Board (UPs meeting) <i>Founders Day meeting</i> Location to be determined	All Unit Presidents or their representatives, officers, board members & Principals
<b>March 11<sup>th</sup></b>	<b>Association Meeting</b> Election meeting	All Unit Presidents or their representatives & 2 Delegates
<b>April 9<sup>th</sup></b>	Executive Board (UPs meeting)	All Unit Presidents or their representatives
<b>May 14<sup>th</sup></b>	Executive Board (UPs meeting)	All Unit Presidents or their representatives
<b>June 4<sup>th</sup></b>	<b>Association Meeting</b> <i>In &amp; Out Meeting/Awards</i> Location to be determined	Outgoing, Incoming Presidents and Officers & Principals

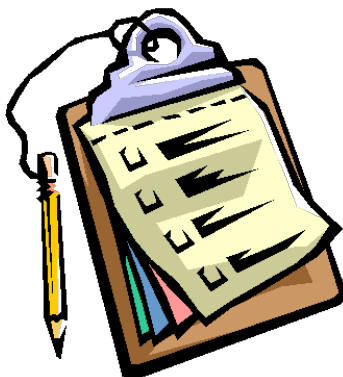
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## ***Checklist for a Healthy PTA***

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### **Membership Enrollment**

- ✓ Is an initial membership campaign held toward the beginning of the school year?
- ✓ Are continuing opportunities provided for parents and staff to join? (Membership is year-round.)
- ✓ Is membership per capita sent through channels at least monthly and by deadlines?



### **Treasurer's Reports**

- ✓ Are written reports presented/filed monthly? Are balances, receipts and disbursements recorded in the minutes each month?
- ✓ Is each check approved/ratified and listed?
- ✓ Are reports presented at both executive board and association meetings?

### **Minutes**

- ✓ Is an attendance record kept for all meetings?
- ✓ Are minutes kept for all meetings?
- ✓ Are all action items recorded, including approval of budget, all expenses, and all fundraising activities?

### **Audits**

- ✓ Are audits prepared and adopted in accordance with the bylaws and PTA financial procedures?
- ✓ Are audits conducted at least twice a year? And whenever there is a change in check signers?

### **Bylaws**

- ✓ Are bylaws reviewed yearly and updated (sent through channels for approval) every five years?

### **Annual Reports**

- ✓ Are volunteer hours being recorded?
- ✓ Are annual reports filed by the March deadline?

### **Financial Procedures**

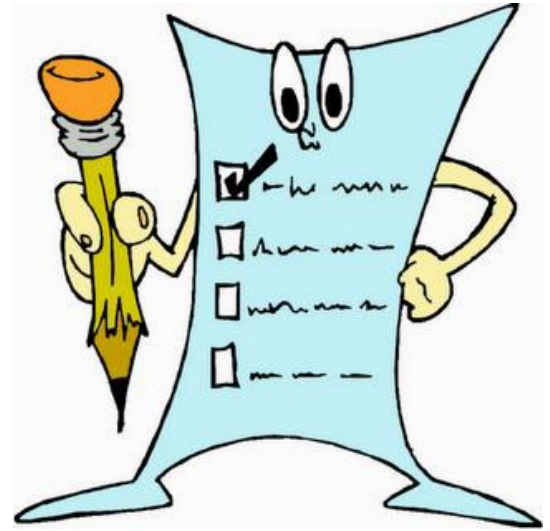
- ✓ Are financial procedures in accordance with recommended PTA policies and procedures?
- ✓ Is the budget approved and actual revenues and expenditures compared at least quarterly?
- ✓ Is the insurance premium and the workers comp form/remittance sent in by November deadline?
- ✓ Are all checks signed by two authorized officers? Are all expenditures properly authorized?

### **Leadership**

- ✓ Do members of the executive board work well together?
- ✓ Does the PTA attract and retain new leadership?
- ✓ Are new, qualified candidates nominated for office each year?
- ✓ Do leaders attend council/district PTA meetings and take advantage of training opportunities?
- ✓ Do leaders communicate effectively with members?

# President Quick Checklist of Duties

- ✓ Adhere to the mission statement and purpose of California State PTA.
- ✓ Read and understand your unit's Bylaws and standing rules.
- ✓ Understand the fiscal responsibilities and procedures as stated in the Bylaws and California State PTA Toolkit.
- ✓ Preside at all meetings of the association and the executive board.
- ✓ Be a member ex officio of all committees except the nominating committee.
- ✓ Appoint the parliamentarian, the chairmen and members of committees, subject to ratification of the executive board.
- ✓ Sign all authorizations for payment as required by the executive board or association.
- ✓ Have all newsletters, flyers and/or notices approved by the principal, PRIOR to distribution.
- ✓ Have all contracts approved by the association, prior to signing along with another elected officer.
- ✓ Be authorized to sign checks.
- ✓ Be a delegate at the CAPTA convention.
- ✓ Serves as the official contact, communicator and representative of the PTA.



- ✓ Answer emails, texts and phone calls in a timely fashion.
- ✓ Communicate with your Area Advisor and other Long Beach Council PTA officers when requested to do so.
- ✓ Complete and turn paperwork in on time. As issues arise, reach out for help. It is the president's responsibility to make sure ALL paperwork is submitted in a timely fashion.
- ✓ Help maintain procedure books for the unit.
- ✓ Be the official representative of the association at council and district meetings. Presidents are expected to attend the monthly Long Beach Council PTA Unit Presidents Meeting. Sending a representative is acceptable.
- ✓ Bring two delegates to November and March UP's meetings. Delegates can only represent ONE unit at meeting.

## Duties and Responsibilities of Unit Presidents



### Key Role -

- As the team leader, the president oversees and coordinates the work of the executive board to run a PTA effectively.
- Presides at PTA board and association meetings
- Serves as the official contact communicator and representative of a PTA
- Designated as an authorized signer for PTA checks, contracts, and authorizations for payments
- Serves as ex-officio member of all committees except the nominating committee
- Works with other leaders to connect families, school, and community to support student success
- Speaks positively of PTA and recruits new members and volunteers

### Preparation:

- Learn the role and responsibilities in running a PTA
- Create a list of officers and chairmen for distribution to association and submittal through channels
- Familiarize the duties of each officer and chairmen
- Understand the California State PTA policies, procedures, and resources, including the insurance guide
- Review PTA by-laws & standing rules for your unit
- Review files, procedure books and materials from last term. Meeting with predecessor can make for a smoother transition.
- Develop a plan and goals for the year
- Determine a calendar of meetings and important activities and events

### Facilitating:

- Prepare for board meetings and create an agenda to send to the board ahead of time
- Review reports, including minutes, treasurer, financial secretary, and membership list from previous board meeting. Follow up on action items before next meeting.
- Lead board meetings, following the agenda to keep everyone on task
- Follow same procedure as outlined for board meetings for association meetings
- Sign PTA checks, authorizations for payment and contracts along with another board member
- Publicize meetings in multiple ways and send agenda out in a timely matter
- Remain fair and unbiased
- Encourage new members and volunteers all year long

### Collaborating:

- Touch base with board members and committee chairs about their plans and preparations on their upcoming event
- Set up a regular time to meet with the principal to discuss PTA and school activities and sign all hard copy flyers or online postings
- Take advantage of opportunities that are offered for leadership growth and outreach, through Long Beach Council PTA, 33<sup>rd</sup> District PTA, Californian State PTA, or National PTA
- Seek volunteers from all facets of your community
- Network - The president represents your PTA. Recruitment and outreach is continuous

### Communicating:

- Update both board and association members and community on PTA plans and activities
- Encourage input and feedback
- Thank PTA volunteers for their time, talents, and efforts
- Promote outreach to connect families, school, and community
- Smile, it makes people feel good and makes you feel good too

## Key Role:

As mentioned before the president is the team leader and oversees the work of the executive board and committee chairmen. The president is also responsible for collecting and submitting the necessary paperwork that is due and forwarded up through channels. It is this paperwork that allows your PTA to maintain its 503(c) charitable status which continues the purpose and work of your PTA. Long Beach Council PTA provides a “cheat sheet” for presidents to stay on track with what is due and when it is due. Submitting paperwork late means it moves up the channels late creating stress on both unit presidents, area advisors and district leadership. Help is ALWAYS available. If you are experiencing an issue, please reach out to council ASAP to help you navigate through the paperwork so you can concentrate on your unit’s activities, students, and families.

**Unit President’s Tracker (pink sheet)** Every month various items are due to Long Beach Council PTA. Long Beach Council PTA collects the paperwork and forwards items that are due. The area advisor then checks off the items turned in, and forwards on through the channels. Included in these forms may be a money matters form. The Money Matters form must be attached to any checks submitted to council. All presidents or their representative will be asked to fill out a money matters form when submitting a check. It is a good idea to have plenty of copies of this form as you turn in your monthly items. It is also recommended for treasurers to make a copy as a receipt and attach it to an authorized reimbursement form in their records.

## Preparation:

Have a plan! In preparing for the year ahead your PTA should have a plan with a few goals in mind. What is your purpose on campus? Having a purpose and goals will help your PTA thrive and give direction to the year ahead. It will also help as you promote membership to your PTA.

*Sunshine PTA offers all parents and caregivers the opportunity to be engaged in their child’s potential through education, advocacy, and community. This is accomplished by supporting critical academic needs, giving a voice to important issues and building a stronger, more inclusive school.*

## Facilitate:

Prepare an agenda for both board and association meetings in a timely matter. Ask for input from both board members and committee chairs. Ex. Get confirmation the membership chair will be attending the meeting and speaking on the current membership drive and can report the latest membership totals. If they cannot attend, who will be speaking on their behalf? Giving an expectation of what the meeting will offer and who is responsible for providing the information will draw members in and give accountability to those in charge.

## Collaborate & Communicating:

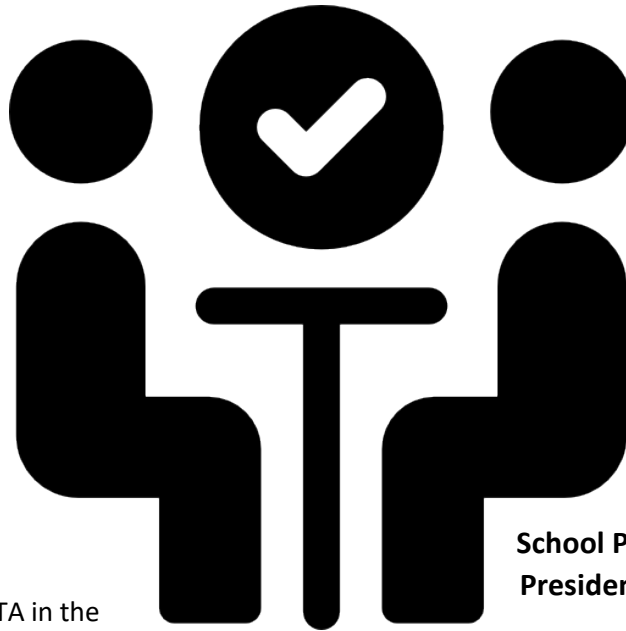
Touch base with committee chairs and board members. Are they feeling confident and supported by you and the other members? If not, how can you help? Are all resources being utilized? Principal, teachers, support staff, LBCPTA, CAPTA toolkit or National PTA website are great avenues to help. Presidents are not expected to do all the work. The same can be said for committee chairs. Delegate and support are the key. Having a team creates a sense of belonging and is FUN. Keeping an open line of communication between all levels can alleviate the amount of work on one person’s shoulders and bring more volunteers to assist and grow your PTA. Remember to say, “Thank You”.



## What is the School Principal's Role?

PTA President appreciate principals who:

- Believe in and support the mission and purpose of PTA.
- Attend meetings of the Executive Board as well as Association meetings.
- Cooperate with the PTA in the use of school facilities.
- Make the PTA feel welcome and important part of the school. Encourage cooperation between the PTA and the school in working toward mutual goals.
- Keep PTA informed about school programs, problems, and needs.
- Are knowledgeable regarding PTA policies and procedures and encourage PTA leaders to carry them out.
- Help with program planning and cooperate in money-raising projects.
- Offer leadership and guidance, but who do not dominate the PTA.
- Encourage teachers to join the PTA, to help with program planning, to participate in PTA activities, to attend PTA meetings, to socialize with parents and to stress the importance of sending PTA notices home with the students.
- Help to promote parent attendance at meetings and activities.
- Relate to parents in an open, friendly way.



## What is the PTA President's Role?

School Principals appreciate PTA Presidents who:

- Plan WITH and work THROUGH the principal, not around him/her.
- Always include the principal (or representative) in meetings.
- Plan a calendar in advance, outlining types of meetings and projects and when they will take place.
- Understand school policies and procedures.
- Show thoughtfulness in pre-planning PTA activities.
- Secure a balance between organizational matters and student-oriented activities.
- Respond to requests for help.
- Respect the roles and responsibilities of others.
- Help foster good home-school relationships.
- Provide opportunities for more parent participation in PTA programs and activities.
- Encourage teacher participation in PTA planning. Emphasize the usefulness of reports that highlight future work.
- Make certain that when a job is to be done, the plans are clear and those involved understand what is entailed.
- Give credit and praise when and where it is due.

# Working with Principals/Administrators

School leaders and the PTA represent two important groups on the school campus. Both staff and parents must work together at a school site as partners in education to support student success. Having a good working relationship between both groups must be established and continued throughout the year. It is the relationship between the principal and PTA president that will set the stage for a successful working relationship.

## A few key components to remember when beginning a new term and school year.

1. Principals have many duties and their time is at a premium. When you need to meet with the principal, call, or email to set up an appointment, do not drop in.
2. After you are elected as president, contact the principal and set up a time to meet to discuss what you have in mind for programs, fund-raisers, etc.... for the coming year, and ask the principal for help in carrying out these plans. At the same time discuss any ideas that the principal might have as to how the PTA can better serve the parents, students, and teachers of the school.
3. When you meet, make sure you are organized and have an agenda. This enables you to stay on task and cover the items you want to discuss without forgetting after you have left the meeting. Be prepared to discuss the needs of your PTA and what cooperation you would like from the principal. If you are unsure, or hesitant, the principal may feel that you want him/her to decide for you. The Principal should be aware of school district policies and procedures and have a vision of what he/she wants for the school. The President should know PTA policies, bylaws, standing rules and parliamentary procedures to follow them always.
4. Discuss school calendar and PTA calendar activities so they do not conflict and overburden teachers and families. Be sure to include a regular scheduled time for both you and the principal to meet. This time is can help organize something a principal may wish to ask the PTA to help with or vice versa. It also keeps the lines of communication open for the president and principal to problem solve together if a difficult situation arises during the school year with PTA.
5. Invite the principal to attend both executive board and association meetings. You may include them in the agenda for a short report on school happenings. All meetings with date, time and location should be set at the beginning of the year for principals to mark on their calendar.
6. Ask for the principal's help in encouraging staff to become PTA members. Have they joined? Remember the #1 reason people do not join is because they were not asked.
7. You must consult with your school principal on all matters relating to the school. Remember, all printed materials from the PTA (i.e. newsletters, flyers, or notices) **must** be approved and initialed by **BOTH** the PTA president and the school principal before being printed and distributed.

## Tips for effective board meetings

*It is important to make the best use of time when the executive board meets. Use these tips to conduct effective board meetings:*

- Stick to the scheduled dates and times stated in the bylaws and which are published in the PTA calendar for the year.
- Start the meeting on time. Make every effort to respect other people's time by ending the meeting at the agreed upon time.
- Prepare and send out the agenda before the meeting to provide advance notice of pending actions and to remind members of items to be prepared to discuss.
- Create an attendance list for attendees to sign or initial. Illegible writing is avoided, and it helps in determining whether there is a quorum present. Think about adding a space for volunteer hours so each member can provide his/her volunteer hours on a regular basis.
- Make your agenda a working document. Try including start times for each item. For example: 6:30 Welcome, 6:35 Minutes of Previous Meeting, 6:40 Treasurer's Report etc. Use the scheduled times to keep things moving along if meetings seem to drag long.
- Follow parliamentary procedure when chairing a meeting. It helps prevent people from monopolizing the discussion time and assures that control is maintained.
- Ask committee chairmen to report briefly by presenting committee recommendations to the executive board. Detailed planning is done **ahead** of time by the committee, with the executive board approving the committee recommendation or refers the issue back to the committee for further work.
- Ensure that the secretary takes minutes at **every** meeting. Ask the secretary to send a draft set of minutes out no later than one week after the meeting to assure members can assess accuracy while recollections are fresh and to serve as a reminder of assigned tasks.
- Minutes should include a list of action items with expected dates for completion and the person responsible to carry out each action item. This serves as a reminder to all the expectations and responsibilities undertaken.



## Officers and Chairmen Responsibilities

Executive board members take on certain responsibilities as soon as they are elected or appointed. The California State PTA does not recognize co-officers. "Co-officer" implies two people of equal rank sharing one position. In PTA, only one name may be listed for each office, and only one individual may vote. Bylaws and/or standing rules may be amended to include additional officers to share the workload. Contact your area advisor before making changes.



### All board members and chairmen are expected to:

- Accept office or position only when willing to uphold the policies and procedures of the State and National PTA.
- Accept a position only if willing to fulfill the responsibilities and time commitment of the office.
- Have background or ability to perform the duties of the position accepted.
- Acknowledge time commitment and resign if unable to perform the required duties of the office.
- Review the Professional Governance Standards as a board.
- Study and follow your unit bylaws and standing rules.
- Attend and participate in majority of unit meetings.
- Review and maintain a procedure book for the position.
- Maintain the confidentiality on board business.
- Protect the privacy of all the members by not allowing distribution of membership lists to outside interest.
- Meet deadlines and fulfill assignments promptly.
- Give accurate and detailed account of all monies entrusted to them.
- Delegate, it's more fun to work with others.
- Grow and strengthen leadership by mentoring new volunteers.
- Attend conferences, workshops, and conventions.
- Ensure a good transition by passing on all resources and records. PTA materials are owned by the position and not the person.
- Communicate with board and other PTA members when contacted.
- Be respectful of other viewpoints.
- Transact the necessary business between association meetings.
- Protect the assets of the PTA.



## Committees - Types

Committees are formed to plan, promote, and implement the activities of the unit. Members are appointed or elected, according to the bylaws. Committees make recommendations to the board – they do not act on their own. The number of committees a unit has depends on the size of your membership and the programs and activities planned for the year. The president appoints committee chairs subject to the ratification of the executive board, except the nominating committee which is elected by the membership. The president is an ex officio member of all committees except the nominating committee and should be notified of all meetings. Each committee should include at least one officer. The quorum for a committee is a simple majority of the committee.

- **Standing Committees** perform a continuing function throughout the entire year.
- **Special Committees** have a specific purpose and cease to exist when their final report is accepted.

### Committees that are essential to a PTA may include:

- **Budget and Finance** -Chaired by the incoming treasurer. Prepares and makes changes or adjustments to the proposed budget for next term of office.
- **Bylaws** – Chaired by the parliamentarian. The committee reviews the bylaws and standing rules and makes recommendations for any proposed changes.
- **Nominating Committee** – Under the direction of the parliamentarian, is elected to nominate qualified individuals to a slate of officers for the forthcoming term. The committee retires after the election.
- **Founder’s Day** – This committee plans a program to honor our founders and arrange for a Founders Day collection. The chairman sends out an invitation to all past presidents and HSA recipients.
- **Honorary Service Awards** – Committee selects a person or persons to recognize with one of several official California State PTA awards.
- **Membership** – The committee meets over the summer to determine the membership theme, prepare promotional materials and incentives and recognition awards given by the higher levels of PTA.
- **Communication** – Distribution of information deemed necessary by the executive board or membership through hard copy or electronic form.
- **Ways & Means** – The function of this committee is to bring funds into the unit to support the activities and programs decided upon by the membership of the unit. Fundraising is not the primary function of PTA and should be spread as equally as possible across the entire student body.
- **Program** – May include events or activities related to parent education, literacy, science, Reflections, Red Ribbon, safety, health or other special events or projects. The programs must be adopted by the association for approval.
- **Room Representative** – Committee is made up of representatives from each classroom or grade level within the school. The committee should meet at the beginning of the school year for orientation and instruction including school rules and policies, tips for helping to promote hospitality, and suggestions for contacting and interacting with parents.
- **Hospitality** – The committee helps to create a sense of belonging that invites members to become involved in PTA activities. The committee is responsible for arranging refreshments when needed.

# What a Committee Chairperson Should Know

- Must be a current PTA member.
- Chairpersons are appointed by the president and ratified by the executive board.
- Review the procedure book from your predecessor and keep it updated during your term. Be ready to hand off when term is over.
- The chairperson shall present plans of work to the executive board for approval.
- Funds for activity must be approved and recorded in the association minutes.
- Contracts must be signed by the president and one other officer and approved by the association. The minutes should reflect this approval.
- All printed materials, such as fliers must be reviewed and signed by both the PTA president and school principal. Social media communications should be approved by PTA president.
- Review the California State PTA Toolkit for use of tax ID #.
- Prepare and submit a “committee report” at the conclusion of event, keeping a copy in the committee folder and submitting a copy to the recording secretary.

## **DO NOT USE CHILDREN AS DOOR TO DOOR SALESMEN.**

### **Handling Money**

- At least two people count money together, with one being an elected officer.
- Funds should NEVER be handled by one person alone.
- Funds needed in advance, for cash box need to be requested in a timely matter.
- Cash boxes need to be counted separate from the cash verification form used for the event.
- Always use a Cash Verification form, including two signatures by the two counters.
- According to PTA financial guidelines, money should never be taken off campus, except for deposit.
- Make prior arrangements with the financial secretary or treasurer to get the money deposited as quickly after the event as possible.
- Make a copy of the cash verification form for your records. A picture works.

### **Commingling of Funds**

- Money not belonging to your PTA is NEVER deposited in the PTA bank account.
- Do not hold monies meant for another entity, such as booster clubs, individuals, etc.
- The IRS considers all funds in your PTA account to be PTA funds and are to be reported on all tax forms.

### **Insurance Coverage**

- For questions regarding coverage or activities, check the most current issue of the Insurance & Loss Prevention Guide. Activities have red, yellow, and green asterisks that give units information on coverage on specific events.
- Secure a signed Hold Harmless agreement from each concessionaire. A concessionaire is anyone who comes on your school property or with whom you have a contract with.
- Do not sign a Hold Harmless agreement on behalf of your PTA.

# Creating an Event



\*If an event is held in collaboration with community organizations or other PTAs, each participating unit, should follow the proper approval procedures specified below. The California State PTA strongly urges units to refrain from serving alcoholic beverages at PTA functions. PTAs may not engage in the sale of alcoholic beverages. (See the *Insurance and Loss Prevention Guide*, Red Section, Alcohol and PTA Events)

## Preliminary Planning

Begin six months in advance, if possible.

Discuss and obtain approval to hold an event from the PTA executive board, principal, and association. Include a motion to disburse monies to cover the estimated cost involved.

Ensure the event will not conflict with other unit, council or district PTA events, holidays, or school district observances.

If being held off campus, obtain permission for facility use. Put all agreements in writing.

**If asked to sign a Hold Harmless Agreement, contact the California State PTA insurance broker.**

PTA president appoints the event chairman. Determine the goals of this committee. Articulate what the committee hopes to accomplish with the activities.

Appoint several members to the planning committee. Unit bylaws and standing rules may have information to guide the project. If possible, include the principal or a faculty member.

Review event materials from previous chair or committee —make copies as needed. Keep in mind past traditions but open to new ways to hold the event.

Discuss budget needs with president and treasurer. Ideally, the budget should be planned with a line item for the event. The planned activities must stay within the budget. The community may be asked to partner by donating materials, hospitality items, or underwrite the activity or event. Be realistic in estimating the costs. Remember to include possible custodial costs, publicity, and postage.

Decide on a focus area, if any. Brainstorm ideas with the committee. Decide on activities that have the best chance for good participation from the student-body, the parents, and the community.

Select a theme as the major focus, and decide on the type of program (e.g., family dinner, musical program).

As early as possible, check school calendar and decide on a date.

The Americans with Disabilities Act requires that disabled persons must be reasonably accommodated by modifying policies, making physical changes, and obtaining equipment to assist their participation in any activity. For PTA meetings/events, this could include seating to accommodate an attendant accompanying a member or reserved seating in a location to accommodate a member's special need, providing written handouts to supplement discussion and/or providing qualified readers or interpreters for individuals having a hearing or sight impairment.

Notify parents and community to "save the date" for the event. Also send notes to past and present PTA presidents, leaders and award recipients, and school district and community members.

Notify staff, explaining event goals and requesting their support. Do not overwhelm the faculty with activities.

Schedule at least three committee meetings prior to event.

# Program / Event / Fundraising Planning Checklist

Name of Program / Event / Fundraiser: \_\_\_\_\_

Chairperson: \_\_\_\_\_ Appointed Committee Members: \_\_\_\_\_

Goal: \_\_\_\_\_

Money to be used for (if fundraiser) \_\_\_\_\_

Diversity, equity & inclusion aspects to include, add, change, or delete: \_\_\_\_\_

Approval of:

\_\_\_\_\_ PTA Board      \_\_\_\_\_ Principal      \_\_\_\_\_ Association

Date & Location: \_\_\_\_\_

\_\_\_\_\_ schedule committee meetings

Finances (Never sign a hold harmless agreement)

- \_\_\_\_\_ budget line item
- \_\_\_\_\_ detail proposed income and expenses
- \_\_\_\_\_ release funds
- \_\_\_\_\_ contracts approved by Board, Association and signed by PTA President

Facility / Equipment / Volunteers

\_\_\_\_\_ permits    \_\_\_\_\_ ADA considerations    \_\_\_\_\_ janitorial services    \_\_\_\_\_ audio visual

\_\_\_\_\_ PTA Insurance    \_\_\_\_\_ permission Slips,    \_\_\_\_\_ photo releases

\_\_\_\_\_ transportation    \_\_\_\_\_ parking    \_\_\_\_\_ safety    \_\_\_\_\_ crossing guards

\_\_\_\_\_ hospitality    \_\_\_\_\_ volunteers    \_\_\_\_\_ speakers    \_\_\_\_\_ judges    \_\_\_\_\_ interpreters

\_\_\_\_\_ set up    \_\_\_\_\_ take down    \_\_\_\_\_ clean up

Publicity Plan

\_\_\_\_\_ save the date    \_\_\_\_\_ develop the materials.    \_\_\_\_\_ press releases    \_\_\_\_\_ social media

\_\_\_\_\_ signage

Evaluation forms/ Documentation

\_\_\_\_\_ developed    \_\_\_\_\_ distributed    \_\_\_\_\_ reviewed

\_\_\_\_\_ document event (photos)

\_\_\_\_\_ Committee Report completed



everychild.one voice.

## COMMITTEE REPORT

Please write a committee report for all PTA activities. Attach any detailed information as requested or needed. Report to be filed with president, secretary, treasurer, historian, auditor, committee chairman and others if requested.

### Activity Details

Name of activity \_\_\_\_\_ Date held \_\_\_\_\_ Time \_\_\_\_\_  
Location \_\_\_\_\_ Approved by PTA membership on: (date) \_\_\_\_\_  
Presented in cooperation with (list group, agency or organization) \_\_\_\_\_

### Goals

\_\_\_\_\_

### Money to be used for

### Committee Details

Chairman \_\_\_\_\_ Secretary \_\_\_\_\_  
Members (including students) \_\_\_\_\_  
\_\_\_\_\_

Consultants \_\_\_\_\_

### Meetings

Date(s) meetings were held: (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_ (4) \_\_\_\_\_ (5) \_\_\_\_\_

### Financial Details

Proposed budgeted income \$ \_\_\_\_\_ Actual income \$ \_\_\_\_\_  
Proposed budgeted expense \$ \_\_\_\_\_ Actual expense \$ \_\_\_\_\_  
Net income \$ \_\_\_\_\_

### Volunteer Details

Number of volunteers needed to conduct activity adequately: \_\_\_\_\_ Total volunteer hours: \_\_\_\_\_

### Recommendations

Do again  Do NOT do again  Do again, but modify (explain in #11 below)

### Report Details. Attach any detailed information as requested.

1. Was insurance company contacted prior to planning?  Yes  No  
Was extra coverage required?  Yes  No  
Cost? \_\_\_\_\_
2. Was the *Insurance and Loss Prevention Guide* reviewed prior to event?  Yes  No
3. Was a written contract required?  Yes  No  
Association approval?  Yes  No Signed by president and one elected officer?  Yes  No
4. Was the timing of the activity appropriate?  Yes  No  
If not, suggest more appropriate date(s): \_\_\_\_\_
5. Attach a detailed timeline to report.
6. Were there any special requirements?  Yes  No  
Explain: \_\_\_\_\_
7. How was activity publicized? \_\_\_\_\_  
Attach any articles or fliers \_\_\_\_\_
8. Specify equipment needs: \_\_\_\_\_
9. Special contacts/contact information (Speakers, judges, service providers): \_\_\_\_\_
10. Attach a detailed financial report. Attach copies of all inventory reports and cash verification forms for auditor.
11. Additional comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Prepared by \_\_\_\_\_

Date \_\_\_\_\_

Report due 30 days after completion of activity.

# Parliamentarian Duties and Responsibilities

## Key Role –

- Is appointed by the president and is a part of the executive board with full voting privileges
- Advises the president, executive board and members on parliamentary procedure during meetings
- Chairs Bylaws committee to review unit Bylaws each year and revise and send up through channels every five years
- Arranges nominating committee's first meeting, providing information on nomination and election process

## Preparation:

- Bylaws are the legally binding document of your PTA as a nonprofit 501(c)(3) organization. They provide the basic framework for your unit and how it functions.
- To know more about your new position, talk to the outgoing parliamentarian for advice and tips about your new role.
- Meet with the incoming president to discuss ways to work together to make board and association meetings even more effective



## Collect the procedure book or begin one if one does not exist. Book may include:

- Contact sheet for officers and chairs
- Calendar of important PTA and school dates
- Robert's Rules of Order Newly Revised
- Most current copy of your unit's Bylaws and Standing Rules
- Nominating Committee Checklist
- Nominating Committee Packet including, instructions, elected positions and duties, candidate selection & report of the nominating committee
- Election Checklist
- Election Script, including ballot vote procedure if deemed necessary

## Facilitator:

Following basic parliamentary procedure at PTA meetings ensures order with fair and impartial treatment for all. Parliamentarians procure this order through understanding Robert's Rules of Order, Revised and a unit's Bylaws and Standing Rules. A first good step is to create a quick Bylaws reference guide to use throughout the term. This one page summary can be filled in with details on your PTA. Form can be found at [www.capta.org](http://www.capta.org) under *Running Your PTA Made Easy*.

## Advisor:

- Assist the president to manage meetings, keeping to procedures pursuant to the Bylaws.
- Setting ground rules for meetings
- Act as a timekeeper so meetings start on time and end on time
- Keeping a speakers' list for the president to use when people raise their hands to be recognized so everyone has equal chance to be heard

## What is Convention & Why is it Important???

The California State PTA Convention is held annually to conduct the business transactions of the association. It is also an opportunity to ask questions and learn how to positively impact our schools and community. Workshops & training are provided in many areas of interest to our members and a forum for attendees to speak directly with exhibitors who may be of assistance to our associations.

Delegates at convention determine the direction of the state association through:

- Electing officers
- Approving amendments to the California State PTA Bylaws
- Voting on the California State PTA Legislation Platform and the California State PTA Legislation Policies and Procedures
- Adopting resolutions

According to the California State PTA Bylaws, each association in good standing is represented at the California State PTA Convention by the president-elect or president and all other elected delegates to which the association is entitled, as well as elected delegates representing the council and district PTAs.

**Planning for convention and providing an opportunity for delegates of all units to attend is a priority.**

The California State PTA strongly encourages its unit, council, and district PTAs to budget for and send as many delegates as entitled to each annual convention. Convention is an authorized expense and should be including as a line item in your unit's budget. Covered expenses include registration, housing, meal allowance, and transportation for each delegate.

Registration fees help defray convention expenses. Registration fees are non-refundable; name transfers may be made. See registration for more details on this opportunity.

Non-voting registrants include PTA members who are not elected delegates, school personnel, school board members, and/or representatives of allied agencies. Non-voting registrants will receive convention materials and may attend all meetings, conferences, and workshops; however, they may not introduce motions, participate in debate, vote, or speak on any legislative matters during the general sessions.

Registration is performed online. Notifications will be sent to all units providing the web address and relevant dates for registering. Confirmation letters and additional information will be mailed or emailed to each person registering.

Do not miss your chance to take part in the largest school-based convention in the nation.

**SAVE THE DATE! Friday May 3 - Sunday May 5, 2024 in Ontario, CA.** You will get the training and information you need to help connect your family, school, and community. Stay tuned for more information.

*“PTA members and leaders are the change makers. I believe in you.”*

Dianna MacDonald, CAPTA President 2017





# PTA CONVENTION IS THE PREMIER TRAINING PROGRAM FOR PTA LEADERS AND PARENTS

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In the new era of education reforms and parent engagement, your voice as a PTA leader and parent is more important than ever. California State PTA's Annual Convention is the place to get the latest information on key issues, build the skills to strengthen your school and community, and have fun and connect with PTA leaders from across the state.

PTA Convention continues to be our premier training program for PTA leaders, parents, advocates and more! PTAs and school districts that dedicate a small amount of their resources to send parent leaders to convention win big in the end.

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**SAVE THE DATE:**

**May 3 - May 5, 2024  
Ontario, CA**