

Livonia  
**PTSA**<sup>®</sup> Council

Officer Training

May 25, 2016

# PTA Mission & Purpose

## PTA Mission

The overall purpose of PTA is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

PTA has been advocating for children and families for more than 117 years.

# What Does It Mean to Be a PTA?

- PTAs benefit everyone. Strong schools mean stronger communities. PTA membership is open to anyone who wants to be involved and make a difference for the education, health and welfare of children and youth.
- PTAs improve children's well-being by focusing on what students need to be successful in their learning, including proper nutrition, safety and healthy environments.
- PTAs keep parents informed. Involved parents can understand the challenges schools face and become part of the solutions.
- Every PTA unit selects its own programs and activities. While National PTA creates many successful programs for local units to use, there are no required programs.
- PTAs are independent of school systems yet collaborate in their local communities with administrators, lawmakers and community-based organizations. They can make the decisions that will best serve their needs.

# Bylaws and Polices & Procedures

**Bylaws** are the rules the local unit must follow. They are adopted and amended by a vote of your unit's members at a general meeting.

Bylaws provide the following important information:

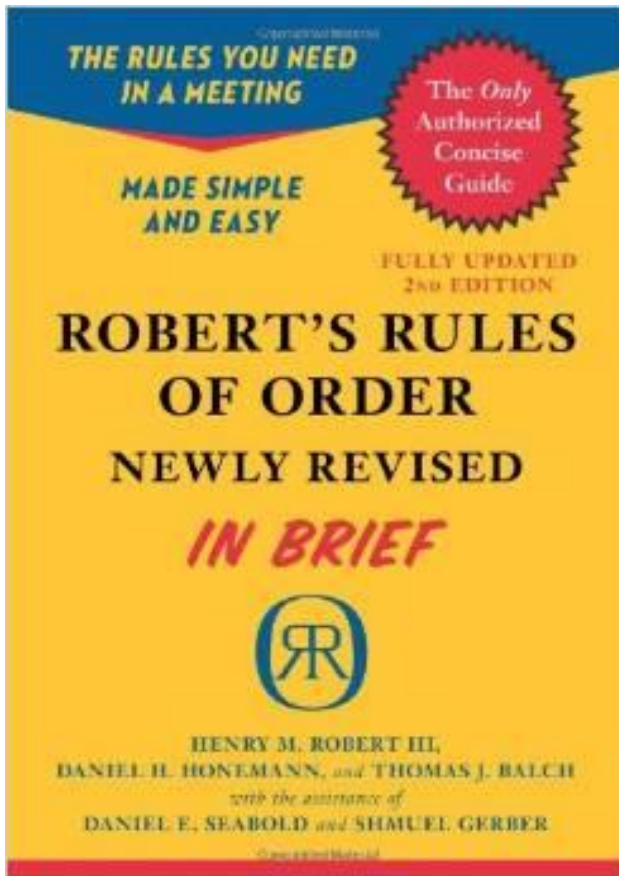
- The structure of the local unit board
- Information on required meeting dates (may include how meeting notification is given)
- Nominating committee formation
- How and when to conduct elections
- Dates for the fiscal year
- Requirements of a quorum for conducting business

**Polices & Procedures** outline the procedures of the unit with specific details that are not included in the bylaws and that must not conflict with the bylaws. Unlike bylaws which can be changed only by membership, Policies & Procedures can be changed more easily; from administration to administration or from meeting to meeting..

**Some examples of the differences between bylaws and standing rules are:**

- Bylaws usually state the number of meetings an association must hold or the group responsible for setting the meeting calendar. Policies & Procedures tell where and what time these meetings are held.
- Bylaws give the primary responsibilities of officers and chairs. Policies & Procedures give the specifics.
- If the bylaws state that the first vice president is responsible for a program, the Policies & Procedures would list the various chairs who work with the vice president under the first vice president's title.

# Roberts Rules



To help you and your board feel comfortable with Parliamentary Procedure and use it effectively, consider taking the [Parliamentary Procedure](#) e-learning course.

Visit the Robert's Rules of order website at [robertsrules.com](http://robertsrules.com).

Keep a copy of Robert's Rules of Order Newly Revised (designated in the bylaws as the form of parliamentary procedure followed by PTA). - See more at: <http://www.ptakit.org/PTA-President/Effective-Meeting-and-Important-Rules/Parliamentary-Procedure.aspx#sthash.BluVzFIH.dpuf>

# The Executive Board

The Executive Board is defined in your bylaws and typically includes the following individuals:

PTA President

PTA Vice President(s)

PTA Secretary(ies)

PTA Treasurer

Membership Chair

Principal

Teacher Rep

Standing Committee  
Chairs

# PTA President

The President shall:

- Preside at all meetings of the association;
- Perform such other duties as may be prescribed in these bylaws or assigned by the association;
- Be a member ex officio of all committees except the nominating committee;
- Coordinate the work of the officers and committees of the association; All communication goes through the President!
- Attend meetings called by the Council, when in membership with Council, or arrange for his duly elected alternate to attend.
- In the event of consolidation, change of name, or disbandment of the unit, notify the Michigan PTA
- Select chairmen of standing committees with the approval of the Executive Board.

# PTA Vice President

- **The Vice President is responsible for:**
- Performing specific duties as provided for in the bylaws;
- Assuming responsibility for duties designated by the president;
- Representing the president in his or her absence or upon request.
  
- **Vice Presidents should have the following information:**
- Unit bylaws and standing rules
- Unit approved budget
- Minutes of at least the last six previous meetings
- Contact information for all officers
- Contact information for state PTA leaders
  
- A Vice President is encouraged to be ready to assume leadership. Therefore, a vice president is encouraged to attend state PTA training and events, and to be familiar with all PTA programs and resources.



# PTA Recording Secretary

## **Prior to a meeting, the Secretary should:**

- Send an announcement of the meeting (date and time)
- Work with the president to create an agenda
- Send out the agenda and any pertinent documents necessary prior to the meeting, including the draft of the minutes of the previous meeting

## **At the meeting, the Secretary should:**

- Take attendance (by voice or sign-in sheet)
- Check for quorum
- Present the draft of the minutes of the previous meeting
- Take minutes
- Count votes as needed

## **After the meeting, the Secretary should:**

- Ensure the approved minutes are included in the permanent record of the association

## **The secretary should have these items on hand at all meetings:**

- Minutes of the previous meeting and pertinent attached reports
- List of unfinished business to be discussed
- Agenda
- Current bylaws and standing rules
- Current membership list
- List of committee chairs
- Materials for note/minute taking

# PTA Corresponding Secretary

The corresponding secretary shall:

- Conduct the correspondence delegated to him/her;
- Perform other delegated duties as assigned;
- Immediately following the election, submit the Unit Dues Remittance form with the new Board contact information and annual dues to the State office.

# PTA Treasurer

- Ensure the unit's financial records are audited according to the bylaws before assuming his or her duties;
- Ensure three authorized signatures are on file at the bank for financial transactions. These signatures are usually that of the current president and treasurer and one other officer as an alternate. No two check signers should be from the same household;
- Chair the budget committee and prepare, with the executive board, the annual budget as prescribed in bylaws;
- Obtain two authorized signatures on every check;
- Collect all money during unit activities and promptly deposit it in the unit back account;
- Maintain an accurate record of all receipts and disbursements;
- Obtain authorization from the board before writing a check;
- Pay, by check, all authorized bills. A bill or a receipt and check request must be provided for all checks written;
- **Submit a written financial statement and copy of the checkbook register at each board meeting and each general membership meeting;**
- Ensure an audit is done in accordance with the bylaws, state PTA requirements, and the PTA's business practice; (see procedures on Livonia PTSA Council website)
- Prepare an annual report to be used to review unit financial records;
- Ensure the filing of the unit's 990 report to the IRS
- Submit copies of the annual audit, budget, and approved 990 to the MI PTA office, and copies to the Livonia PTSA Council by December 1<sup>st</sup> each year.

# Membership Chair

- With the Executive Board, set membership goals. Challenge yourself!
- Create a membership marketing plan;
- Use last year's PTA membership list to send out a renewal appeal to current members;
- Visit [PTA.org/marketing](http://PTA.org/marketing) to find customizable banners, fliers, letters, surveys, posters, brochures, press releases, ads, yard signs, door hangers, and more for developing membership campaign materials that appeal to a broad group of potential current and new members.
- Create a marketing campaign to promote your PTA's successes, attract new members, and motivate current members to renew;
- As your year begins, ask your board to develop a consistent message around the value of membership in your unit;
- Monthly, submit Dues Remittance Form to State and Council with fees as required.

# Board Member Dos

- Do give prompt and personal attention to ALL communications
- Do know and respect the rights, privileges and responsibilities of other members as well as your own
- Do complete a report of activity for all meetings you attend when expenses are paid by PTA/PTSA
- Do cooperate with state organizations and agencies doing similar work, upon approval of the president
- Do express opinions when a matter is under consideration, but after a decision is arrived at, refrain from further criticism and from interfering with the execution of the adopted policy
- Do be prompt in meeting all deadlines (such as newsletter articles, etc.)
- Do respect the officers of the organization in their official capacity as official representatives of the organization
- Do make brief, accurate reports at board meetings upon request
- Do notify president when unavailable for an extended period of time

# Board Member Don'ts

- Don't accept personal honorarium or engage in partisan activities as an official PTA/PTSA representative
- Don't engage in activities that violate PTA/PTSA policies and bylaws, whether or not personal opinions approve of them
- Don't release any public relations materials – except through the president
- Don't send material from other sources to PTA/PTSA members in a board member capacity without approval of the president
- Don't use an official PTA/PTSA title on stationery of other organizations unless approved by the president
- Don't use words or actions outside the meetings that will interfere with the welfare of the organization
- Don't burden future boards with ongoing financial obligations
- Don't be part of a decision making process from which you stand to financially benefit

# Creating the Budget

The budget committee should study the previous year's budget and treasurer's reports to determine how well that budget met the unit's needs and use that as a start for the next year's budget

# Approving the Budget

After the budget has been drafted, the budget committee chair should present it to the unit executive board for consideration and then to the unit membership for approval. This presentation is made during the association's general meeting where a quorum is determined to be present. A majority vote of the members present and voting is required for adoption.

**The budget is presented item by item to allow for discussion and amendment of each section.** Funds should not be spent until the budget is approved and funds have been released by a quorum of members at a unit meeting.



# Amending the Budget

Since the budget is only an estimate of the planned expenditures for the year, it may be necessary to amend it. **When there are additional expenses or a change in an allocated expenditure, the budget may be amended by a vote of the unit at any general membership meeting or at a special member meeting called for that purpose.**

# Third Party Donations

Frequently, PTA/PTSAs are faced with the question of raising money for, or donating money to, individuals who have experienced a devastating disaster and are in need of help. It's difficult to say no to meeting the needs of specific individuals, but you must.

According to *How to Form a Nonprofit Corporation*, 4th ed., Nolo, April 2001, by Anthony Mancuso, "A charitable organization must be set up to benefit an indefinite class of individuals, not particular persons. However, the number of beneficiaries may be small as long as the benefited class is open and the identities of the beneficiaries are not specifically listed."

# Transitioning – Outgoing Board

Outgoing officers should prepare all materials, records and resources before turning them over.

Update procedure books to include the following

- List of PTA board members, addresses, phone numbers and email addresses
- Current PTA bylaws and Policies & Procedures
- Current budget
- Job description for the position
- Summary of activities, successful ones and those not so successful with recommendations for improvement
- Reports of work for the year, including any committee reports and explanations of costs associated
- Minutes from all meetings for the past year (at least) or two (better)
- List of community partners and agencies with whom a relationship was established
- Any information felt to be pertinent, especially things you wish you had known before starting the job
- Outgoing officers should give support and information when requested but remember that there is more than one way to do every job. Encourage those who follow to develop their own leadership style. The best reputation a PTA leader can have is to be known as a good mentor who taught their successor well and provided the preparation needed for continued success of the association.

# Transitioning – Incoming Board

An orientation and planning meeting for a new executive board helps a PTA jump start the year right by offering an opportunity to share ideas, review PTA resources and create a working calendar. Agreeing on ground rules for board meetings, priorities in working styles and preferences for types and timeliness of communication will set the stage for a productive PTA team effort.

Activities of the board-elect may include:

- Register the officers for Summer Leadership Academy;
- Determine resources and materials needed and order them;
- Distribute copies of bylaws and job descriptions, if they were not included in procedure books;
- Fill vacancies and ratify appointments;
- Brainstorm to set goals and prepare a master calendar;
- Meet with building administrator;
- Assure that year-end financial report and year-end audit have taken place so budget committee can begin to plan.

# Livonia PTSA Council

- Includes all units within the LPS School District
- Serves as a conference body
- Provides workshops, leadership development, information and programs
- Coordinates programs and projects of member units
- Works to promote PTA in the area

# Michigan PTA

- A branch of the National PTA
- Includes all who join local PTAs within the state
- Organizes units and councils
- Cooperates with other groups and organizations working for youth
- Maintains legislative advocates
- Holds an annual summer academy and convention
- Interprets and implements policies, programs and projects
- Provides workshops, field services, and leadership development
- Provides publications
- Represented on the National PTA board by the Michigan PTA president

# National PTA

- Includes all who join local PTAs
- Establishes basic policies
- Develops and funds projects that are national in scope
- Maintains legislative advocates at the federal level
- Provides field services and leadership development
- Develops and provides resource materials and publications
- Holds an annual convention

# Livonia PTSA Council Programs

## Our Work

Livonia PTSA Council does work throughout the year. These programs provide a number of opportunities to our local units and children.

- **Advocacy & Legislation**
- **Bylaws, Policies & Procedures**
- **Clothing Depot**
- **Council Directory**
- **ELVs**
- **Founders Day**
- **Male Engagement**
- **Masterworks**
- **Membership**
- **Newsletter**
- **PTA/PTSA Excellence Program (PEP)**
- **Public Relations**
- **Reflections**
- **STEM**
- **Student Involvement**
- **Unit Liaisons**
- **Youth Making a Difference**
- **Audit Party**



# Resources

- <http://livoniaptsacouncil.org/>
- <http://livoniapublicschools.org/>
- <http://www.michiganpta.org/>
- <http://www.pta.org/>
- <http://www.ptakit.org/>
- <http://robertsrules.com/>