

August 2023

- Executive board should meet & review by-laws, draft calendar & budget, set goals for the year.
- Secure chairs for standing committees, as specified in bylaws: Membership, Reflections, Advocacy, DEI, YMAD and others. **Upload these chairpersons into MemberHub.**
- Middle School & High School – Begin membership drive in August. Promote using the MH store to sign up. Have chrome books at schedule pick up for membership registration.

September

- Elementary - Begin membership drive.
- **At first meeting, have membership vote to approve audit, calendar, and budget.**
- **Upload approved budget in MemberHub.**
- Invite your LPTSAC liaison to your *general membership meetings*. (*Invite them monthly to receive more PEP points*).
- Attend Livonia PTSA Council Meeting and Annual LPS Meet & Greet.
- **Submit signed copy of the Bylaws Acknowledgement Form & signed Financial Best Practices Form to Council (Pep@livoniaptsacouncil.org) and upload into MemberHub.**
- **28** - Send membership dues to Michigan PTA.

October

- **Submit your units Policies & Procedures or Standing Rules to Council.** If you don't have them, consider creating them. Your Council liaison can help.
- **Before Oct 28 - Pay one-time flat fee dues to Council** (\$100 for all units with the exception of Niji-Iro and Jackson Center who pay \$75).
- **28** - Send membership dues to Michigan PTA

November

- **15 - IRS form 990 is due! File the electronic postcard.** Here is more information and a link: <https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>
- **Upload 990-acceptance e-mail or copy of tax form in MemberHub.**
- **Your unit must have insurance coverage by December 1st, upload to MemberHub.**
- If your unit has made any amendments to your bylaws, upload them in MemberHub.
- **28** - Send membership dues to Michigan PTA.
- **Pay \$40 Unit Dues to Michigan PTA before December 1st. Pay your dues through MemberHub or mail a check to Michigan PTA, PO Box 510535 Livonia, MI 48151. Include your unit ID number on the check.**

December

- **December 1 is the deadline for Standards of Affiliation with Michigan PTA.**
- Send your Founder's Day nominees to Mandy Gerstenbrand at amandagerstenbrand@gmail.com
- **28** - Send membership dues to Michigan PTA.
- Review your bylaws to see when your nominations committee needs to be established.

January 2021

- **Create a nominations committee, review election procedures in bylaws.**
- **Livonia PTSA Council Reflections celebration.**
- Send your Founder's Day RSVPs to Mandy Gerstenbrand at amandagerstenbrand@gmail.com
- **28** - Send membership dues to Michigan PTA.

February

- **Founders Day is held to celebrate the establishment of PTA. There is a banquet with awards and other recognition. All units should plan on attending.**
- **28** - Send membership dues to Michigan PTA.

March

- **You may need to present your slate of nominees this month (check your bylaws).**
- **28** - Send membership dues to Michigan PTA.

April

- **You might have elections or need to present your slate of nominees this month.**
- **Livonia PTSA Council Youth Making a Difference Celebration.**
- **Attend Livonia PTSA Council meeting (election of officers).**
- **19 – 21 Attend MI PTA Convention**
- **28** - Send membership dues to Michigan PTA.

May

- **You might have elections this month.**
- **Attend Livonia PTSA Council Officer Training workshop.**
- **After elections, search for your membership chairperson for the next school year.**
- **28** - Send membership dues to Michigan PTA.
- **After elections, upload all your new officers into MemberHub.**

June

- **28** - Send membership dues to Michigan PTA.
- **Elect/Select your Audit Committee and have them sign up for the Audit Party.**

July

- **1** - Close financial books from previous year.
- Plan membership drive for year. Middle Schools & High Schools send your membership flyer to the school to have it included in the beginning year packet. Elementary schools check with your school.
- **Attend Livonia PTSA Council Annual Audit Party.**
- **ASAP – Upload completed Audit in MemberHub. If your unit completes their audit elsewhere, send a copy of the audit to Livonia PTSA Council AND upload in MemberHub.**

For all Items stating "Upload to MemberHub"
Log into MemberHub> Compliance Manager>Enter Compliance Submissions