PTA PRESIDENT AND VICE-PRESIDENT

& SECRETARY

“If your actions inspire others to dream more, learn more, do more and become more, you are a leader.”

- John Quincy Adams
YOUR DEVELOPMENT AS A PTA LEADER

- Sustain and increase a diverse and inclusive membership.
- Work collaboratively with school staff, community organizations, and individuals who care about children, families, and education.
- Conduct programs that encourage all parents to be involved in children’s education.
- Keep parents and community informed about student achievement, as well as student health and well-being.
- Organize actions to address student achievement, health, and well-being.
- Develop PTA unit leadership for the future.
Presidents play a lead role in:

- Unit organization
- Meetings
- Inclusiveness
- Elections
- Programs
- Member Training
- Finances
PRESIDENTS USE YOUR SKILLS TO:

- Organize, plan, and set priorities.
- Recruit, manage, motivate, and retain volunteers.
- Welcome a diverse and inclusive group of members, volunteers, and leaders.
- Run effective programs.
- Manage money, raise funds.
- Run effective meetings.
- Ensure all voices are heard through effective use of parliamentary procedure.
- Advocate on behalf of students.
- Transition to the next leadership team by nurturing potential leaders and preparing the incoming team.
1. Introduce yourself and set a tone of cordial collaboration.

- Contact your state PTA and provide the names and contact information for you and your officers.
- Talk with the outgoing PTA to find out what works and what doesn’t work in your school.
- Meet with the principal to see what their plans and goals are for the school.
- Reach out to district and community partners and offer to work collaboratively.
- Meet with your officers and learn about their strengths, goals, and ideas for the upcoming year!
2. Become familiar with the organizational structure of your unit.

- Review your files and determine your plan.
- Review your procedure book to see what has happened in the past and what is expected of you.
- Read your unit’s bylaws. If you feel you need to make changes to the bylaws, start the revision process immediately.
- Review the most recent audit. If an audit has not been completed after the transition of officers, make sure to get one done immediately.
- Find the most recent Form 990 Filing and make sure it is up to date. (must be completed on the 15th day of the fifth month following the end of a fiscal year)
- Change the signatures on your PTA’s bank account.
TIPS FOR A WELL-FUNCTIONING BOARD:

- Hold an orientation and make sure board members know their legal and ethical responsibilities. Make sure you give each member a job description of their responsibilities.
- Set goals. The board should have an overall goal and all committees should have a goal.
- Consider doing a survey with parents, staff, students, and community members.
- Self-evaluate regularly and communicate effectively.
Duty of Care requires board members to be reasonably informed about what the PTA does, to participate in decision-making, and to act in good faith.

Duty of Loyalty requires board members to act in the best interest of the association.

Duty of Obedience requires board members to comply with all local, state, and federal laws.
Vice President Responsibilities

- The vice president may be called upon at any time to temporarily assume the place of the president.
- Direct communication should be maintained between the President and Vice President to ensure the VP could assume all duties if necessary, temporarily or in the event the president resigns.
- Perform specific duties provided for in the bylaws, assume responsibility for duties designated by the president, represent the president in his or her absence or upon request.
The secretary is responsible for keeping an accurate record of the proceedings of association meetings. Promptness, accuracy, and knowledge of PTA policies are key to this position. Be committed to helping the president conduct a business like meeting. Record minutes of PTA meetings, including motions and actions taken. Keep secure, official, and permanent PTA records including originals and approved minutes. Maintain a copy of current bylaws and standing rules, as well as an updated membership list. May be given the duty of maintaining PTA correspondence and communication to and from the PTA.
SUPPLIES NEEDED AT EVERY MEETING:

- Minutes of the previous meeting
- Copies of the previous treasurer’s report
- 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