

# PRESIDENTS TRAINING

## 2020-2021



PALOS VERDES PENINSULA  
COUNCIL OF PTAs

# Topics

- Welcome
- Structure Of PTA
- Role Of The PTA President –  
“What Do I Do Now?”
- How To Run A Meeting
- Meeting Minutes
- What About the Money?
- Your Relationship With Council
- Questions

# LET'S GET TO KNOW EACH OTHER

- Name
- School
- Children
- Position
- Previous Positions
- If You Could Switch Places With Anyone In Your Family, Who Would It Be and Why?
- If You Were A Superhero, What Power Would You Have?

# WHAT IS PTA

Since 1897

Mothers  
need  
education to  
care for their  
children!

Education  
is the key!

Children  
should  
not be  
jailed as  
adults!

Our  
children  
are dying  
in the  
factories!

Let's have a  
Bake Sale!!



# The Power of Advocacy

February 17, 1897

PTA members answer an historic call to action:

*“Let us have no more croaking as to what cannot be done; let us see what can be done, and above all see that it is done.”*



- Alice McClellan Birney  
PTA Founder

# Basics of PTA



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"All of these compliance rules and regulations are such a bother. I never thought we actually had to read our policies and procedures."

# ROLE OF PTA PRESIDENT

- Oversees and coordinates the work of an 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 payment
- Serves as ex-officio member of all committees except the nominating committee
- Works with other PTA leaders to connect families, school and community to support student success

# HOW TO RUN A MEETING

- Build Your Agenda
- Quorum
- Guest Speakers
- Financial Reports
- Officers Reports
- Meeting Minutes





# GOALS AND PROGRAMS

- Goals and Programs
- Fundraising
- 3:1 Rule
- Approval
- Budget



# PTA FUNDS

- Budget
- Handling of PTA Money
- PTA Banking Procedures
- Gifting
- Fiduciary Agreements



# YOUR RELATIONSHIP WITH COUNCIL

- Meetings
- Communication
- Things To Turn In To Council
- Payments To Council
- Support, Questions, etc.

# ELECTION YEAR

## DO's and DON'Ts

DO	DON'T
Support/Endorse/Oppose <b>issues</b> that affect children and youth	Support/Endorse/Oppose a <b><u>candidate</u></b>
Support/Endorse/Oppose <b>legislation</b>	Use your PTA title for individual endorsement
Run for office	Campaign for candidates in your PTA capacity
Host/co-host candidate forums	Invite only one side of the issue or one candidate to speak
Register Voters	Wear a candidate's campaign material at PTA meetings/events
Attend forums and meetings	Be afraid to ask questions and hold elected officials accountable
Know the basics of the Brown Act, Open Meetings Act, Parliamentary Procedure	Worry that you are wrong. If you don't know, ASK
Be flexible	Be rude

# THANK YOU!

Questions?

