

Help! I'm a New Unit President

Workshop 103

2009 California State PTA Convention









Be a Good President from the Start

- * Start by acknowledging the good work that's already been done.
- * Figure out how things work before you start implementing change.
- * Ask other officers and volunteers what they think—the team is better if all members have been a part of the decision-making.
- * Communicate your expectations by letting others know what you want from them and listening to what expectations they have.
- * Motivate other team members to do the best job possible.
- * Be a leader and let others on the board handle their own duties and responsibilities. If someone seems to be struggling with a position, meet and discuss what can be done to help.
- * Walk the Walk—do what you say you'll do, respect the opinions of others, be honest, show gratitude, and recognize good work.
- * Take responsibility—acknowledge if an error has been made. Make certain that responsibilities are clearly outlined and that each person is doing his/her share.
- * Keep the communication channels open at all times and in all directions (among administrators, teachers and staff, parents and volunteers, and PTA officers). A strong team is an informed team.



SAMPLE

Camp California Elementary PTA 2009-2010 Calendar of Events and Deadlines

<p style="text-align: center;">June</p> <p>___ President-elect with Principal *Summer plans for PTA *Continue to build good relationship</p>  <p><i>Over summer.....</i></p> <p>*Attend all leadership training *Have casual committee meetings to get organized and plan early *Write your newsletter articles *Organize your file and papers</p> 	<p style="text-align: center;">July</p>  <p>1 Take office 1 Prepare audit - <i>outgoing auditor</i> 1 Change signature cards at bank ___ Executive board meeting- ___am/pm *Decide on goals & review draft calendar *Present budget to board for review *Copies of bylaws to board</p>	<p style="text-align: center;">September</p>  <p>___ First Day of School *Membership Kick-off ___ Executive board meeting-___am/pm *Appoint bylaws/standing rules review committee ___ Association Meeting *Adopt audit *Approve proposed programs/projects *Approve updated budget *Approve fundraisers *Submit membership dues weekly</p>
<p style="text-align: center;">October</p> <p>___ Deadline-1st remittance member dues *Minimum of 15 members- Early Bird ___ Kick-off Reflections ___ Executive board meeting - ___ am/pm</p>  <p>20-25 Red Ribbon Week </p> <p><i>Membership dues to council *Send weekly</i></p>	<p style="text-align: center;">November</p> <p>___ Deadline - 1st <i>required</i> remittance *50+ members- Chairman's Club ___ Executive board meeting - ___am/pm 15 Tax return deadline *Forward 2 copies ___ <u>Scholarship Deadline</u> *Teacher/Counselors, Nurses, PTA Volunteers ___ Association Meeting Reflection entries to council</p> 	<p style="text-align: center;">December</p> <p>___ Insurance due to council/district ___ Workers comp form due ___ Executive board meeting-___am/pm</p>  <p>Send membership dues monthly Prepare books for auditor <i>updated: 3/29/09</i></p>

Executive board meetings are held on: _____ [week and day in the month] (quorum= ___)

General (the "association") meetings on: _____ [week and day in the month] (quorum= ___) *Months listed in your bylaw:

2 Copies of all reports due annually (1-President & 1-Procedure Book)

Add council and district association meetings to calendar

Camp California Elementary PTA

2009-1010 Calendar of Events and Deadlines



January

- Executive board meeting-__am/pm
- Association Meeting
- *Elect nominating committee (__+_ alternates)
- *Read prior committee - not eligible
- *Elect convention delegates
- *Adopt bylaws (returned signed by State)
- Scholarships/Apps to State (Due 2/1)
- Graduating Senior Scholarships
- My PTA/PTSA Award Application
- To National: Phoebe Apperson Hearst
- Excellence in Education Partnership
- Complete mid-year audit

February

- Register for Convention
- Executive Board meeting - __am/pm
- *Present audit to board
- *Review mid-year budget
- *Review goals
- *Procedure books-up to date?
- 17** Founder's Day
- Mid-year membership drive
- Notify members of slate of officers
- *30 day deadline before election
- Forward Founder's Day Freewill Offering



March

- Executive board meeting - __am/pm
- Final membership dues to council
- Association Meeting
- *Adopt audit- 2 copies to council
- *Elections for 08-09 school year
- *Bring membership list & ballots
- Honorary Service Awards



April

- Executive board meeting - __am/pm
- President-elect Meeting
- with officers-elect and principal
- *Ratify parliamentarian & committee chairmen
- *Discuss future goals, plans, school calendar
- *Copies of bylaws for board-elect
- *School yr theme? Core subject focus-programs?
- Budget meeting -
- *Chairman - incoming treasurer
- *Committee - listed in Standing Rules



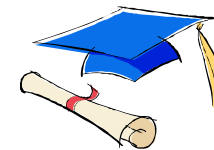
May

- List of officers & required chairmen
- *List due to council/district
- Executive board meeting - 7pm
- Annual Report due to council
- Association Meeting
- *Membership to approve proposed budget
- *Approve all routine summer expenditures in budget



June

- Executive board meeting - __am/pm
- *Incoming/Outgoing boards invited
- *Bring procedure books to pass on
- *Copies of bylaws for incoming chairmen
- 15** Free Will Offering
- *Final remittance date to council



**Loop back to June.....*

30 111th State Convention - Sacramento (4/29-5/2)

