PTA President

PRESENTER:
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2 Types of Knowledge Needed

• Knowledge about PTA
  – Running a non-profit organization
  – Lots of resources and training available

• Knowledge about yourself
  – strengths and weaknesses

Respect is earned; the authority of your leadership position does not guarantee it!
PTA PURPOSES

• To promote the welfare of children and youth in home, school, community, and place of worship
• To raise the standards of home life
• To secure adequate laws for the care and protection of children and youth
• To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth
• To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education

PTA MISSION STATEMENT

PTA is:

• A powerful voice for all children,
• A relevant resource for families and communities, and
• A strong advocate for the education and well-being of every child
The PTA Organization

• National PTA
• New York State PTA: Bonnie Russell
• Region: Lisa Christoffel
• Council (in GVPTA: for Greece only)
• Local Unit

ABCDs OF PTA LEADERSHIP

• All actions are accountable
• Build boardsmanship and budgets by the book
• Communicate clearly, concisely, credibly and consistently
• Delegate ~ Don’t do everything!
THE LEADER OF THE PTA TEAM

- Understands that **consensus** is important when making decisions because more people will have a stake in making the decision work.
- Knows the importance of accepting **final responsibility**.
- Understands PTA Purposes. Before beginning any program or project, a president makes sure it advances one of the Purposes of PTA and has the potential to improve the lives of children.

THE LEADER OF THE PTA TEAM

- Leaders are not born – they are developed through learning and experience.
- Leaders should expect acceptance, fairness, trust, flexibility, respect and a sense of humor from one another.
- Leaders know it is important to assign jobs and let people do them, while supporting their efforts.
- A leader who shows confidence in others gives them confidence in themselves and helps encourage future leaders.
The Unit PTA Team

- Bylaws
- Executive Committee
- Executive Board
- Standing vs. Special Committee
- General membership

CHARACTERISTICS OF A LEADER

- Knows the Job
- Is Organized and Prepared
- Is Willing to Set Goals and Priorities
- Conveys Optimism and Positive State of Mind
- Responds well to Group Members
- Delegates
- Handles Conflict Wisely
- Is Dependable
- Takes Initiative
ACTIONS OF A LEADER

Leaders Strive to:
• Encourage the timid
• Gently prod the indifferent
• Spur the most capable to even greater efforts
• Open up new avenues to the inexperienced
• Lead by example, motivation and inspiration
• Delegate as much as possible to people who have been trained for the job
• Express recognition and thanks

RESPONSIBILITIES OF A LEADER

• Listen
• Participate
• Allow Others to Participate
• Be Enthusiastic
• Develop a Team Spirit
• Be Positive
• Be a Problem Solver
• Treat All People Fairly
• Reward Efforts
COMMUNICATION SKILLS

MAIL

TELEPHONE

EMAIL

SOCIAL MEDIA

COMMUNICATION SKILLS

KEY POINTS

• Listen carefully ~ each speaker deserves your full attention
• Be courteous & treat all members as you’d like to be treated
• Respect opinions ~ Everyone has the right to express an opinion
• Consider suggestions ~ Don’t become defensive when other ideas conflict with your own
• Express yourself clearly ~ Use good pronunciation, enunciation, proper volume and face the group
• Summarize the discussion as needed
• Include everyone ~ Make all group members feel you are speaking to each of them
• Offer suggestions ~ Do so in a positive manner at an appropriate time
PTA is the independent link between home, school and community

- Parents, Teachers, Administrators, School Boards, & Communities have a common goal ~ Quality Education
- Teachers ~ equal partners in PTA
- Principal ~ Presidents operate as a team for all children
- Superintendent ~ leader who creates the coalition of parents, students, staff, school board and community
- School Board Trustees ~ elected, volunteer policy-makers
- Community Organizations ~ partners with common goals

Nuts and Bolts
Roles and Responsibilities

- Lead, and grow more leaders
- Preside at meetings
- Fiduciary responsibilities
- Unit health (good standing)
- Region and State PTA contact
- Liaison to school administration
- Contact for Community
- Representative of PTA organization

Your Most Important Role...

- Succession: Build Your Bench!
- Challenges to stepping up?
  - Time?
  - Secret password?
  - Sales efforts?
- Why should anyone take the plunge?
- What are future Leaders looking for?
Unit in Good Standing

- Adheres to Purposes and basic policies of PTA
- Membership payment made by October 31
- Bylaws are up to date
- Insurance premium paid
- Annual officer update information (Form A) filed once per year

HOW TO RUN A MEETING

- Plan carefully in advance to have a good meeting
- Preserve order to be fair, impartial & respectful
- Start and end meetings on time
- Prepare your agenda carefully and follow it
- Establish a quorum and vote on all action items
- Use parliamentary procedure
- Make sure minutes are recorded
- Remember that you are a facilitator as the meeting chair

A good meeting is everyone’s responsibility!
FIDUCIARY RESPONSIBILITIES

- Have 3 names on signature cards at bank
- Have 2 required signatures on every PTA check
- Never make checks out to cash
- Never pre-sign any PTA checks
- Always use vouchers & remittance forms & a ledger
- Have two people to count and verify monies
- Have bank statements mailed to President
- Ensure you do monthly reconciliation at every board meeting – put this on your agenda!

WHAT ARE YOUR BYLAWS?

Bylaws tell:
- Unit Name, Unit Code 07-____, ID numbers
- Purposes and Basic Policies of PTA
- Relationship with National and NYS PTA
- Membership and Dues information
- Officers, their election and their duties
- What the executive committee is, what the executive board is, when you must meet
- Nominating Committee members
- Committees
- Council membership, if any
- Fiscal year
REPRESENTING YOUR PTA

• Remember you represent PTA wherever you go
• Be careful that you always represent the PTA accurately, fairly and with dignity
  – This includes ANY social media interactions
• Help your unit members to be knowledgeable about PTA positions
• Share the Bylaws, Basic Policy, Where We Stand and position papers
• Stay informed, read your mail, attend workshops

The PTA Triple Filter

• Is it Legal?
• Does it Follow PTA Policies (Local, State and National)
• Does it Advance PTA Mission and Purposes?

Result=
Decisions That are Ethical in the PTA Context
YOU ARE A PTA LEADER

• Refer to NYS PTA Resource Guide often
• Knowledge is Key – stay informed, read your mail and attend leadership training workshops and conferences
• Ensure your board is meeting all deadlines
• You will benefit personally and your PTA unit, school and community will benefit as well
• Attend and encourage your members to attend Regional workshop, State events, and ask for SCHOOLS OF INSTRUCTION

YOU ARE A PTA LEADER

• Enjoy your term of office
• Plan time for yourself and your family
• Remember your Region
• HAVE A SENSE OF HUMOR!

HAVE A GREAT YEAR!
A Quick Summary

A good leader and PTA Team:
• Sets goals
• Communicates
• Delegates
• Develops future leaders

NEW YORK STATE PTA

Please go to our website regularly for important information you need to know

www.nyspta.org

Members Only Section:
User: Diversity
Password: Means

Genesee Valley PTA: www.gvpta.org
Questions and Answers