PTA President & VP

PRESENTER:
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The Mindset of a PTA Leader

• Believes in the mission and goals of PTA
• Works within the leadership structure
• Understands the duties of office
• Develops future leaders
PTA Mission:

Make every child’s potential a reality

“The overall purpose of PTA is to make every child’s potential a reality by engaging and empowering families and communities to advocate for all children.”

The PTA Leadership Structure

- National PTA
- New York State PTA: Gracemarie Rozea
- Region (Genesee Valley): Susan Brown
- Council (in GVPTA: for Greece only)
- Local Unit
Your Unit PTA Team

• Defined in your Bylaws
• Executive Committee
• Executive Board
• Standing vs. Special Committee
• General membership

“Must Reads” for Presidents and VPs

• NYS PTA Resource Guide
  – on nyspta.org website
  – PTA board and president sections (at least)
• Your Unit Bylaws
• Procedures (from past presidents, event history)
• Communications from Region and State
Bylaws Contain:

• 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

Duties of President

• Point Person for Region and State contact
• Chairman of Executive Committee
• Represent PTA (local, state and national)
• Preside at meetings
• Fiduciary Responsibilities
• Ensure unit is in good standing
• Train your successor
Duties of Vice President(s)

• Assume the place/duties of the president
  – Preside at meetings if president unavailable
• Act as aide to president
• Performs duties specified in by-laws
  – Coordinate with committee chairmen
  – Awards submissions
  – News updates to PTA membership
  – Point person for specific school or grade levels

Represent PTA

• To your administrators
• To your members
• To your community
• With integrity
• With professionalism
• With enthusiasm
Region and State Contact

• Region Communications
  – training and workshop notices
  – region events (P&P Dinner, etc.)

• State Communications
  – advocacy updates and Fast Facts publications
  – deadline reminders

Preside

• Train your executive board

• Run efficient meetings
  – Roberts Rules of Order

• Provide guidance
  – Fulfills your PTA’s purpose
  – Procedures and personnel
  – Red, yellow, green light activities
Run an Efficient Meeting

- Plan carefully in advance
- Preserve order to be fair, impartial & respectful
- Start and end meetings on time
- Prepare your agenda 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

Money-handling is above reproach

- Ensure annual audit is done
- 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
FIDUCIARY RESPONSIBILITIES

• 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!

A Note about Fundraising

• Resource Guide Section 5 beginning on Page 39
• Fundraising not a primary goal of PTA
• Supplemental funds raised beyond membership dues should have a specific purpose or project to fund
  – can’t fund something that is district responsibility
• Sponsorships appropriate, endorsements are not
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

Unit in Good Standing

• Membership of at least 25 people
• Membership dues paid on time
  – 1st payment by October 31; last by May 31
• Bylaws are up to date
• Insurance premium paid
• Annual officer update information (Form A) filed AT LEAST once per year
Train Your Successor

- Develop leadership skills in your team
- Take advantage of Region & State training
  - legitimate PTA budget expense
- Delegate and share responsibility
- Encourage and empower
- Set an example people can follow

Help Is Available

- NYS PTA Resource Guide
- Region Director, Associates and Assistants
- Schools of Instruction
- Past president(s)
- nyspta.org and pta.org
General Thoughts on Leadership

Key to Being a Good Leader

- Understand that **consensus** is important when making decisions because more people will have a stake in making the decision work.
- Know the importance of accepting **final responsibility**.
- Clearly communicate goals and expectations.
- Lead by example.
A Good 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

Developing Future Leaders

- Provide learning opportunities and experience
- Expect acceptance, fairness, trust, flexibility, respect and a sense of humor from one another
- Assign jobs and let people do them, while supporting their efforts.
- Show confidence in others
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!

Some Additional Tools
Communicate

MAIL

TELEPHONE

EMAIL

SOCIAL MEDIA

Key Communication Skills

• Listen carefully and pay attention
• Be courteous and respect others’ opinions
• Consider suggestions; don’t be defensive
• Express yourself clearly ~ Use good pronunciation, enunciation, proper volume and face the group
• Summarize the discussion as needed
• Include everyone
• Offer suggestions in a positive manner at an appropriate time
Use School and Community Partnerships

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

A Quick Summary

A good leader and PTA Team:

• Sets goals
• Communicates
• Delegates
• Develops future leaders
Website Info

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

New York State PTA www.nyspta.org

• Resource Guide under “Your PTA” tab
• Unit Portal Access
• Advocacy News / State publications

Genesee Valley PTA: www.gvpta.org

Questions and Answers