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Presidents 101

What Do You Need for a Meeting

- Agenda
 - It will keep you on track and focused
 - Types:
 - Board Meetings – Per Bylaws – must be held monthly
 - Closed Meetings (Board Members only)
 - General Meetings – Bylaws, minimum of three per year
 - Open to the public, anyone can attend but ONLY members may speak and vote
- Minutes (from previous meeting, within the year)
 - Executive minutes are executive meetings, General minutes are general meetings, (separate)
- Treasurers Report

How Do You Run a Meeting

- Breathe
- Smile
- Relax, (or fake it)
- Follow the agenda
- Recognize administrators or special visitors
- Plan a program to bring in attendance



Wisdom by Dr. Seuss

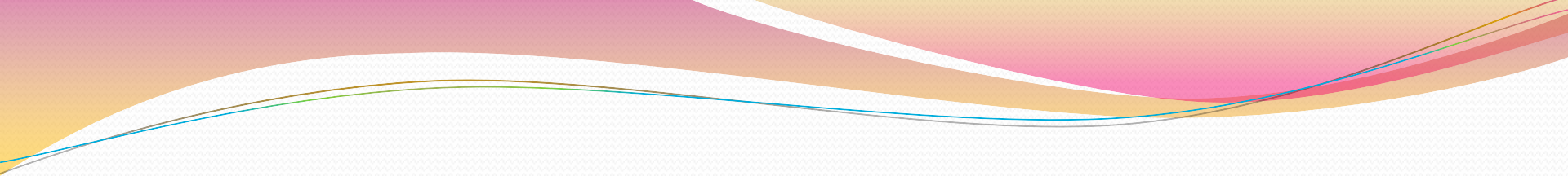
“Why fit in when you were
born to stand out?”

What Requires a Vote

- Any Bylaws changes or amendments
 - Budgets and budget amendments
 - Action Items
 - Elections
-
- Must have a Quorum to vote

Do's and Don'ts

- Do's:
 - Delegate to others
 - Thank your team for their hard work
 - Be Positive
 - Open to compromise
- Don'ts:
 - Try to do it your way
 - Criticize your board in front of others
 - Talk negative



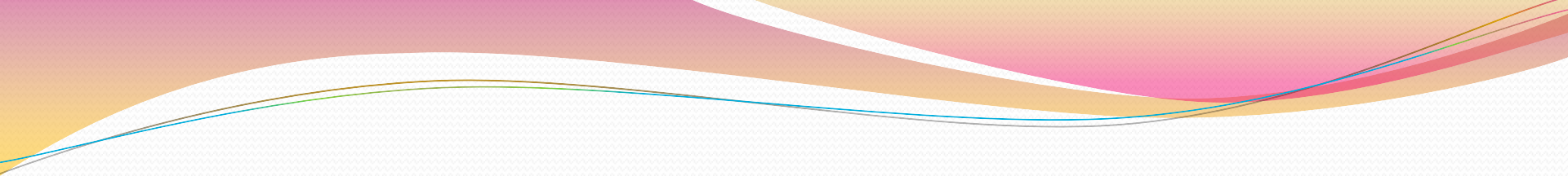
“The more that you read, the
more things you will know.
The more that you learn, the
more places you’ll go.”

Working With the Board

- You are not always going to get along but you have to work together
- Remember, the children see your behavior
- Conflict Resolution
 - Figure it out!
 - Broker peace for the good of the association
 - Again, compromise – it is not weakness but strength to work for the better good

Working with the Principal

- It is their school and you are a guest
 - Your presence is at their discretion
- Be a team player
 - You may not always agree but find a way to work together for the children
- They are a member of your board, include them in everything
 - Must be a PTA member
- They only get one vote, like the other board members



“You have brains in your head.
You have feet in your shoes.
You can steer yourself any
direction you choose.”

Programs & Fundraising

- We are a child advocacy association; not a fundraising organization
- For every one fundraiser that you ask of your families, you must provide three programs, (3 to 1 Rule)
- Programs:
 - What would work for your population, meet a need?
 - Is it timely and supported by the school?
 - Will this cost money or can we get it donated or use free programs available in the County?

Awards

- Are you celebrating your successes, will the unit be recognized for all their hard work?
- There are awards available at the County and State levels of PTA
 - Some are fill-in the blank, some are narratives
 - You can use the narratives for both County and State
 - Please read and meet the deadlines
 - As you have programs throughout the year, keep information for awards applications
- You deserve to be recognized for all your success, please apply.



Remember:

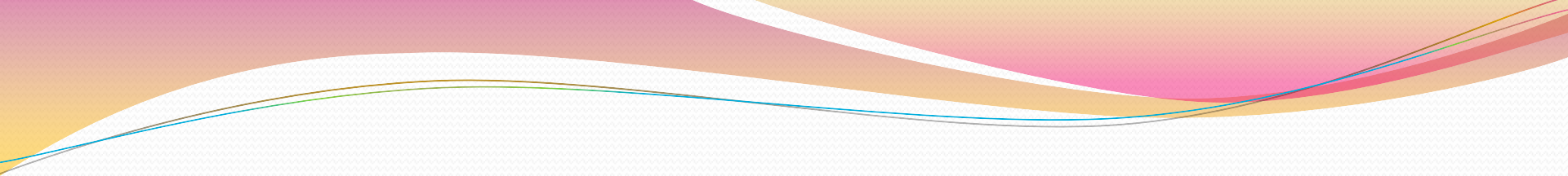
“Be who you are and say what you feel, because those who mind don’t matter, and those who matter don’t mind.”

Elections

- MUST be held every year at a General Meeting – Even if you are returning.
 - Check Bylaws to see which month to hold elections
 - Often April/May
 - Must have a Nominating Committee
 - Elected at least 30 days prior to Election Meeting
 - Check Bylaws for number of members (3 minimum)
 - Check Bylaws for Officers to be Elected
 - Chair positions are appointed by elected officers, (not elected)
 - A slate is tendered for election purposes, but nominations from the floor must be accepted.
 - If an office is contested, then paper ballots are required

Bylaws

- Bylaws should be reviewed every year
- Every board member should have a copy
- Must be updated every three years (from approval date)
- Cannot be suspended
- General Meeting, with 30 days notice, must be held if making any changes
- It is the ruling document for every PTA unit
- Has been approved by the IRS, through the Florida PTA domain



“Unless someone like you
cares a whole awful lot,
nothing is going to get better.
It’s not.”

Standing Rules

- Should be reviewed by the new board every year
- They vary greatly from one PTA to the other
- Can NEVER conflict with Bylaws
- Can include:
 - Vacancy details, attendance by board members
 - Who is on the bank account
 - Per diem costs, if attending training or events
 - Who can attend State and/or National Conferences
 - How to handle emergencies or how the unit recognizes staff or volunteers

PTA Positions

- When you are speaking on behalf of PTA, you must represent the PTA, your personal opinions or beliefs are to be set aside when you represent the association.
- Never use PTA or your position for personal gain or attention, you are here to serve children.
- As a member of PTA, you are also part of the Florida PTA and National PTA, when position statements are sent to you from the other associations, please keep your membership informed.
 - Please check for position statements online through www.floridapta.org and www.pta.org.

THANK YOU!

- As always, we could not accomplish anything without your help and hard work.
- If you need us, please call or e-mail.
- Florida PTA is here for you as a resource but know that we are your first stop for service.

- Gratefully yours,
 - Jessica Kociara