

**Florida
PTA[®]**

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Officers

2023 — 2024



Suggested Calendar for All PTA Officers

July

- Remit membership dues from June to the State Office.
- Attend the Annual Florida PTA Leadership Convention.
- Enter “**New and Returning Officers Form**” online on the Florida PTA website at www.FloridaPTA.org. Officer information must be entered every year, whether or not the officers are serving for a second term. Information **MUST** be entered for president, treasurer, and secretary, **INCLUDING HOME ADDRESSES, a valid and separate email for each, as well as a phone number.**
- Keep officers’ information updated throughout the year. If there is a change, enter “Change of Officers Information” online on the Florida PTA website.
- Make sure audit/financial review is completed before the incoming treasurer takes custody of the treasurer books. Current president and treasurer are required to sign the second page of the audit report.
- After the audit is completed, make arrangements at the bank to change the signatories on the bank account(s). You are required to have three signers on the bank account(s). Change all log-ins and passwords for e-banking and debit/credit cards.
- Encourage all members to subscribe to the *Florida PTA e-Newsletter* on the website at www.FloridaPTA.org (President, secretary, and treasurer are automatically entered from Officer Registration Form).
- **Prepare required Federal annual IRS Form 990. Form 990 due by November 15th** (see Section 3 - Dollar\$ and \$en\$e for details).
- Create a membership campaign.

August

- Remit membership dues from July to the state office.
- Share and implement information learned at Leadership Convention.
- Call board together to review the information in this guide, Florida PTA Kit of Materials and National PTA Local Leader Kit (www.pta.org).
- Discuss (and distribute) the suggested guidelines in this kit and familiarize each officer and committee chair with their duties.
- Advise board members to obtain all materials from their predecessors. If Procedure Books are not already being kept, start them NOW.
- Study your local bylaws. Review or amend them if necessary. (See local unit Bylaws Guide and form.)
- Provide a copy of the approved bylaws to all members of your board of directors. Make copies of bylaws available to members.
- Pay County Council dues (if any).
- Prepare a proposed budget. Begin to develop program plans for the year to include in the budget.
- When preparing your plan of work / budget, include sufficient funds to send delegates to the annual Florida PTA Leadership Convention next summer, legislative activities in Tallahassee, and the National PTA Convention next summer.
- Download the Reflections rules and entry forms from the Florida PTA website, www.FloridaPTA.org.
- Plan activities for Membership Enrollment month (September).
- Review criteria for awards in the *Awards Section* on the website, www.FloridaPTA.org, and in the Kit of Materials.
- Subscribe to *e-Newsletters* from Florida and National PTA.
- Begin membership enrollment.
- Welcome the teachers to your school.
- Plan to have the Membership Committee enroll members on school registration days.
- Remind treasurer to send membership dues collected to date to the Florida PTA State Office. Dues are to be sent monthly, as collected.
- Send a copy of your local unit Audit/Financial Review for the prior fiscal year to: audit@floridapta.org (due by August 31st).

September

- Promote subscriptions to the *Florida PTA e-Newsletter* and *National PTA e-Newsletter* (www.pta.org).
- Display Purposes Chart.
- Attend county council meetings and training workshops.
- Begin process to develop Resolution for submission to Florida PTA (see website www.FloridaPTA.org).
- Remind your treasurer to submit the state and national portion of membership dues collected from August to date. Submit dues through Givebacks or by check. If submitting by check, please send with the Dues Payment Form on the website (under PTA Leaders Tab).
- Submit an application form online before **October 1** if dues submitted meets criteria for the **Golden Early Bird Award**.

October

- Attend County Council meetings and leadership training workshops.
- Urge membership to subscribe to *Florida PTA e-Newsletter* and *National PTA e-Newsletter*.
- Plan to observe American Education Week in November.
- Continue development of Florida PTA Resolution.
- Remind your treasurer to submit the state and national portion of membership dues collected from September to date. Submit an application form online before **November 1** if dues submitted meets criteria for the **Silver Early Bird Award**.

November

- **Deadline to file the required Federal IRS Form 990 return is November 15.**
- Email a copy of IRS 990 to 990@floridapta.org. The copy can be mailed or faxed.
- Attend County Council meetings and workshops.
- Observe American Education Week.
- ☐ Remind your treasurer to submit the state and national portion of membership dues collected from October to date. Submit an application form online before **December 1** if dues submitted meets criteria for the **Bronze Early Bird Award**.

December

- Remit membership dues from November to the state office.
- Check Deadline to advance Reflections winners to County Council
- Submit dues to the State Office in order to be eligible for the Reflections Program.
- Make plans to attend Legislative Activities in Tallahassee.
- Survey the community for new members and invite them to join and support your PTA.
- Finalize Resolution for submission before the due date.
- Use the spirit of the holiday season in recognizing and thanking all who helped or those that have made outstanding contributions to the school-community.

January

- Remit membership dues from December to the state office.
- Finalize plans to attend Legislative Activities in Tallahassee
- Reflections due to state office through County Council.
- Organize mid-year membership enrollment for new parents in your community.
- Work on the Procedure Book and history of your association.
- Support the Action Platform of the Florida PTA.
- Attend County Council meetings and workshops.
- Send proposed resolution items to the State Office by deadline (www.FloridaPTA.org).
- Participate in legislative activities.

February

- Remit membership dues from January to the State Office.
- **February 1st**—deadline to complete the online Florida PTA High School Scholarship Application.
- Participate in legislative activities.
- Observe Founders Day (February 17) with a program honoring national, state, and local founders. (May be done in a different month if more convenient.)
- Send a Founders Day gift/donation (a free-will birthday offering) to the Florida PTA Office.
- **Elect the nominating committee, according to procedure in your local unit bylaws.**
- Attend County Council meetings and leadership training workshops.
- Apply for Phoebe Apperson Hearst National PTA Excellence in Education Partnership Award(www.pta.org).

March

- Remit membership dues from February to the State Office.
- Remind treasurer to remit Founders Day donation payment to the Florida PTA State Office.
- Dues **must** be paid before applying for all membership awards.
- Check deadline for National PTA Awards at www.pta.org.

April

- Make plans to attend the Annual Florida PTA Leadership Convention.
- Attend County Council meetings and workshops.
- Elect new officers, complete online **New & Returning Officers Form** (www.FloridaPTA.org).
- Observe Child Abuse Prevention Month.
- Be sure all Florida PTA Award applications due by May 1 have been completed in sufficient time.
- Remit membership dues through Givebacks or to the Florida PTA State Office; Membership **dues must be received by the Florida PTA office on or before May 1 for awards purposes**. They will be included in Florida's report to the National PTA for the current year. After May 2nd, membership dues will not be credited for Florida PTA award purposes to the current year.

May

- **May 1st—Deadline for:**
 - **Membership Awards**
 - **Program Awards**
- Check bylaws for month to elect and install new officers.
- **After election of officers, complete online New & Returning Officers Information.** Officer's information must be sent annually even if they are serving the second consecutive term.
- Appoint an audit committee of three members who are non-signers on the bank account.
- Have a combined board meeting of old and new officers and committee chairs so that retiring members may pass on Procedure Books to incoming members, and plans may be discussed for the upcoming year.
- Make plans to attend the Florida PTA Leadership Convention in July.
- Attend County Council meetings and Leadership Training Workshops.
- Observe Florida Teacher Day and National PTA Teacher Appreciation Week.
- Make sure your treasurer remits any additional dues collected before the end of your current school year to the state office.
- Register to attend the Florida PTA Leadership Convention in July.

June

- Remit membership dues from May to the state office.
- Finalize plans to attend the Annual Florida PTA Leadership Convention in July.
- After June 30, when the final bank statement is received, the treasurer must organize the books and records to give to the appointed audit committee.

PRESIDENT

Information **MUST** be entered on the **New and Returning Officer Form** for president, treasurer, and secretary, **INCLUDING HOME ADDRESSES, a valid and separate email for each person, as well as a phone number**. If not already done, please complete the form online. Whether you are serving a second term or are the newly elected officers, this form is completed every year. The form is found on our website (www.FloridaPTA.org). If officers change throughout the year, use the **Change of Officers Form** online form to update the information on the website.

1. Contact your County Council President or Region Representative/Field Service Representative. These volunteer leaders are a support network for you and your board.
2. Obtain the files (flash drive, One Drive Google Drive, etc.) from last year's president and study the information thoroughly. If your PTA doesn't already have Procedure Books, set them up. Be sure each book includes a copy of your unit's state approved bylaws. Stress the importance of the Procedure Books and keep up with your own. These files are a valuable resource for your PTA.
3. Read and become familiar with the *Florida PTA Kit of Materials*, *PTA Purposes*, *the National PTA President's Quick Reference Guide*, *Robert's Rules of Order, Newly Revised*, and your local unit bylaws. Discuss these at an early executive committee meeting.
4. Select committee chairs early, according to the bylaws.
 - a. Have as many as possible attend Leadership Convention and county council workshops.
 - b. Ask committee chairs to prepare plans of work to be submitted at an early executive meeting in the fall.
 - c. Distribute materials from the Kit of Materials to officers and committee chairs.
 - d. Distribute materials sent to you during the year to the appropriate committee chair.
5. Meet with the principal to discuss the school/PTA plans for the year and to keep the PTA apprised of school activities throughout the year. Have another elected officer attend with you.
6. Meet with your officers and other members of your board.
7. Review if your PTA has Policies & Procedures and/or Standing Rules. Each year the board should review these documents and make any necessary adjustments. These documents are approved and governed by the board and set out the operations of the board.
8. Hold a combined executive committee meeting with retiring and incoming officers and committee chairs. This is also known as a turnover meeting. This is an important meeting for board transitions and a key component to starting your PTA off successfully.
9. Send list of officers and committee chairs to your county council president.
10. Familiarize yourself with information about membership dues reporting requirements, IRS EIN numbers, insurance, and tax exemptions from the Kit of Materials.
11. Be sure your PTA is represented at all county, region and state meetings, workshops, and conventions. If unable to attend, you may ask someone to represent you.
12. Display the Purposes Chart at all meetings.
13. Make your members feel they are a real part of the PTA. Keep them informed. Share the PTA jobs. **Delegate!** Shared responsibilities help to build future leaders.
14. Above all else, remember you are not alone! Never hesitate to reach out for support, assistance or to simply ask a question. **We are here for you!**

Each year, review your local unit bylaws. They are a tool for you to use for your PTA. If you don't have a copy of your bylaws, email: info@FloridaPTA.org, requesting a copy. Include your name, PTA name and county. Bylaws are required to be reviewed and updated, at a minimum, every three years, and sent to the State Office for approval. Bylaws are not approved until an approved copy is received from the State Office.

VICE PRESIDENT(S)

PTAs often have several vice presidents. These positions should be numbered for clarity of succession in office. For example, a PTA with a first vice president, a second vice president, and a third vice president should know that the first vice president is called on first to preside in the absence of the president. If the first vice president is not available, then the second vice president is called on, etc. Unnumbered positions create uncertainty unless the organization has adopted a special rule to cover the situation.

As first vice president you will:

1. Assume the duties of the president in case of absence and perform other duties as assigned and as prescribed in the bylaws of your local unit.
2. Study the bylaws, the *National PTA President's Quick Reference Guide*, and *Robert's Rules of Order, Newly Revised*, in order to be familiar with parliamentary procedure and to be an able successor to the president should the need arise.
3. Be sure that your PTA is represented in all meetings, conferences, discussion groups and related activities. If the president is not able to attend, then the vice president should.
4. Refer to yourself as “the chair” when presiding at meetings.

Additional vice presidents:

They are listed in the officers and elections article of your bylaws. Customarily PTAs may put their vice presidents in charge of their most important committees, such as membership, program, etc. Keep in mind, you may also cover these same duties by appointing chairs. You may also leave it up to the president to assign duties to the vice presidents, as needed.

Your local unit bylaws (Article VII: Duties of Officers), must describe, in writing, the actual job duties of each vice president. More information can be set out in standing rules.



SECRETARY

As the **RECORDING SECRETARY** and keeper of the PTA records, you will:

1. Assist the president in preparing an agenda.
2. Record and retain minutes of meetings. Keep them brief and to the point.
 - Annual meeting minutes (April/May) will need two-minute auditors appointed that will audit the final set of minutes, as no other approval will be given.
3. Do not record opinions and discussion. Do record:
 - Type of meeting (regular, special, annual, executive).
 - Name of association.
 - Date, time, and place of meeting.
 - Presence of president and secretary, or in their absence, the names of their substitutes.
 - Quorum present.
 - Reading and action on minutes of previous meeting.
 - Treasurer's Report.
 - Correspondence, announcements, committee reports.
 - Action Items: All motions (except those withdrawn); points of order and appeals, whether sustained or lost; and the name of each member who introduced a main motion, but not the name of the seconder.
 - Program topic, method of presentation, names of participants and important points covered.
 - Time of adjournment.
 - Signed _____
4. Act as custodian of PTA records. Keep a permanent file of all minutes, agendas, reports, the charter, and an **approved** copy of the local unit bylaws.
5. Carry reference material to each meeting. You never know when you're going to need: file of minutes, local bylaws, local budget, Board of Directors list, council handbook, council, and local newsletters, if any, *Florida PTA e-Newsletter*, and *National PTA President's Quick Reference Guide*.
6. Furnish delegates with credentials when necessary.
7. Make sure officers are updated, if any changes are made, to Florida PTA via the online submission form.
8. Notify the County Council of names of council delegates. Keep this list up to date.
9. Maintain a procedure book.

CORRESPONDING SECRETARY and official letter writer of the PTA, you will:

1. Conduct the correspondence of the PTA as requested.
2. Keep file of all correspondence.
3. Carry copies of recent correspondence to meetings.
4. Executive committee members of meetings.

Note: Sample minutes are on the following page, as well as a Sample Motion Form.

(Sample Minutes)
Kings Road PTA
Regular Board Meeting / January 10, 20__

Call to Order The regular meeting of the Kings Road PTA was held in the auditorium of the Kings Road Elementary School on Wednesday, January 10, 20 . The president, Sandy Jones, called the meeting to order at 7:30 P.M. The secretary was present.

Meditation The meditation was given by Dave Brown.

Attendance List all members in attendance, including president and secretary.

Quorum A quorum was established.

Minutes The minutes of the previous meeting were approved as written (or as corrected).

Correspondence A “thank you” note was read from Wesley Heart for flowers sent while he was in the hospital.

Executive Committee The Executive Committee met on December 15, 20 , in the school library. Diane Smith, Bill Jones, and Michelle White were appointed to a committee to recommend a project for the year. The president appointed Diane Smith as chair.

Treasurer’s Report The Treasurer, Kay Majors, reported:
1. Checkbook Balance as of date of last meeting: _____
2. Total Receipts received since last meeting: _____
3. Total Disbursements / checks written since last meeting: _____
4. Checkbook Balance on hand as of today, January 10, 20 ,: _____
The report was filed.

ACTION ITEMS: **(List all motions made during the meeting and the results of the vote on the motion under Action Items)**
Marlene North, chair of the special committee appointed to oversee Critical Viewing Skills at King Road Elementary School, moved by direction of the special committee, that the Kings Road PTA initiate and sponsor a workshop for parents. **Motion carried.**

COMMITTEE REPORTS

Membership Annette Kelly, Membership chair, reported membership totals as of Dec. 29, 20 , of 300 members.

Reflections Tiffany York, Reflections chair, reported that the Reflections awards event will be held on April 10, 20__.

New Business Marvin Mark moved that the parent education chair attend the annual University workshop for parent leaders. Janice Ward moved to amend by inserting “president and the” before the words “parent education.” **Amendment carried.**

The motion carried as amended and will now read: Marvin Mark moved that the president and the parent education chair attend the annual University workshop for parent leaders.

Announcements
February 5, Field Day, Kings Road Elementary School
February 16, Fern County Council meeting

Adjournment The meeting adjourned at 9:00 P.M.

(Signature of Secretary)
(Type Name), Secretary

Approved As:

Written: _____ Date: _____
Corrected: _____ Date: _____

NAME OF PTA/PTSA

Date _____

Type of Meeting _____

OFFICIAL MOTION BLANK

Motion # _____

(Begin #1, Amended 1.1,
etc.) Carried _____

Lost _____

I Move

MAKER OF THE MOTION (Please Print)

SECONDED BY (Please Print)

Copies to: Presiding Officer, Maker of the Motion, Secretary
(Can be photocopied after meeting)

TREASURER

1. Review and print for your Treasurer's Procedure Book, Section 3, Treasurer's Guide, Dollar\$ and \$en\$e of the Florida PTA Kit of Materials. The Kit of Materials is emailed to treasurer, secretary, and treasurer after the New & Returning Officers Information is received by the Florida PTA Office. This is your go-to guide along with National PTA resources such as the National PTA Finance Quick Reference Guide.
2. Receive and disburse all monies prescribed in the local bylaws or as authorized by action of the association and keep a proper and accurate account of all transactions. Make all entries in the treasurer's records in ink, and back up computer files monthly.
3. Submit membership dues to the Florida PTA Office **MONTHLY** when memberships are sold. Founders Day gifts and donation checks are accepted at any time. The State Office forwards half the amount received (for Founders Day) to the National PTA.
4. Be familiar with all references to dues and finance in the local and state bylaws, Florida PTA Dollar\$ and \$en\$e and the *National PTAs Finance Quick Reference Guide*.
5. Review annually the Florida Department of Revenue information in Section 3, Treasurer's Guide, Dollar\$ and \$en\$e.
6. Prepare a budget with the committee (subject to local bylaws), present it to the Executive Committee for consideration and to the general membership for approval / adoption at the first general meeting of the year.
7. Receive and deposit all money in the name of the association in a bank approved by the board and reported to the general membership. Use method of signing checks (two signatures required) as prescribed in bylaws and as on record with bank. Make and keep a duplicate copy of deposits.
8. Review Bylaws, Standing Rules and Procedures for deposits and expenses with new officers and applicable committee chairs.
9. Count money with the person presenting it and issue receipt immediately for all funds received.
10. Require completed reimbursement request forms and/or invoices/receipts for all monies expended. Review for conformance with budget, then pay all requests by check. You and the president should co-sign all checks unless the check is made payable to you; then the third signer would co-sign with the president. Forms are available in this guide in Section 3, Treasurers Guide, Dollar\$ and \$en\$e.
11. Never change or exceed the approved budget on any item without the vote of the association except in emergency and then only on approval of the president and subsequent ratification or as local bylaws or standing rules provide for emergency expenditures.
12. Keep up with the use of funds under various budgeted accounts in order that you may recommend any needed budget amendments to the local association. With the budget committee, review budget at midyear and recommend amendments if necessary for board and membership approval.
13. Make a financial statement at all board and general meetings with a copy for the secretary signed by the treasurer. Financial statements include an updated budget vs. actual and a list of transactions for the reporting period.

(Treasurer continued)

14. Submit treasurer's records to the audit committee named by the executive committee for a financial review.
15. Make sure there is a sound fiscal policy for protection of PTA funds, which should include securing insurance for bonding Treasurer, President, and all check signers.
16. Prepare and submit the required IRS 990 forms by November 15th. All PTAs **MUST** file. It is recommended that the treasurer leaving office complete the required forms at the end of the fiscal year, before the filing deadline. Refer to FPTA *Dollar\$ and \$en\$e* and NPTA *Finance Quick Reference Guide* for assistance. Forward a copy of the 990N acceptance email from the IRS or a copy of the return receipt showing the tax return was delivered to the IRS to the Florida PTA state office (send via email to: 990@floridapta.org).
17. Prepare an annual report summarizing all income and expenses per the budget for the fiscal year. This report is to be presented at the last general meeting of the year.
18. **Keep a record of the national and state portions of membership dues separate from the record of the general fund as this money does not belong to the local association.**
19. **Send \$3.50 for each member to the state PTA office. Of this amount, the state will remit \$2.25 per member to the National PTA. Be sure to send the correct amount. Membership dues must be sent to the State Office monthly, as collected.**
20. **Remit dues as collected, through Givebacks, or by check. If sending a check** complete the Dues Payment Form provided on our website and mail with the check or money order. (www.FloridaPTA.org).
21. Check the **Awards Section** for instructions on how to earn the **Early Bird Awards** for membership dues payments.
22. If sending membership dues in the mail, make all checks payable to:

Florida PTA
1747 Orlando Central Parkway
Orlando, Florida 32809

REFUNDS CANNOT BE MADE IF INCORRECT AMOUNT IS SENT

**Call the State Office if you receive notices or letters
from the IRS.**

**Study the 990/TAX Information in Section 3,
Treasurers Manual, Kit of Materials.**