

PRESIDENT'S HANDBOOK



REVISED JUNE 2015

Approved by Bishop David O'Connell, C.M., Bishop of Trenton

UPDATED February 2018

Updated Structure Chart; Per Capita Payment Date Change; New Logo

Submitted by Diocesan PTA and Approved by JoAnn Tier, Superintendent of Schools

A HANDY REFERENCE

I. Definition of a Leader

II. Desirable Qualities

III. Responsibilities of a President

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2. Structure of a P.T.A.
3. Responsibilities to Regional Level
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 - Per Capita Tax
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5. Responsibilities to Unit level P.T.A.
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The following is a general outline to help you, as President, familiarize yourself with the terminology and procedures of the position of President. The mastery of this knowledge, plus your own common sense, will enable you to achieve the degree of leadership you desire.

P.T.A. PRESIDENT – A LEADER OF A DIOCESAN SCHOOL P.T.A. UNIT

I. Definition of a Leader

The dictionary definition appropriate for a P.T.A. President is *to lead, to show the way*. A good leader understands the position, has the ability to carry out the objectives of the position, and is able to attract and sustain enthusiastic co-workers.

II. Desirable Qualities of a P.T.A. President

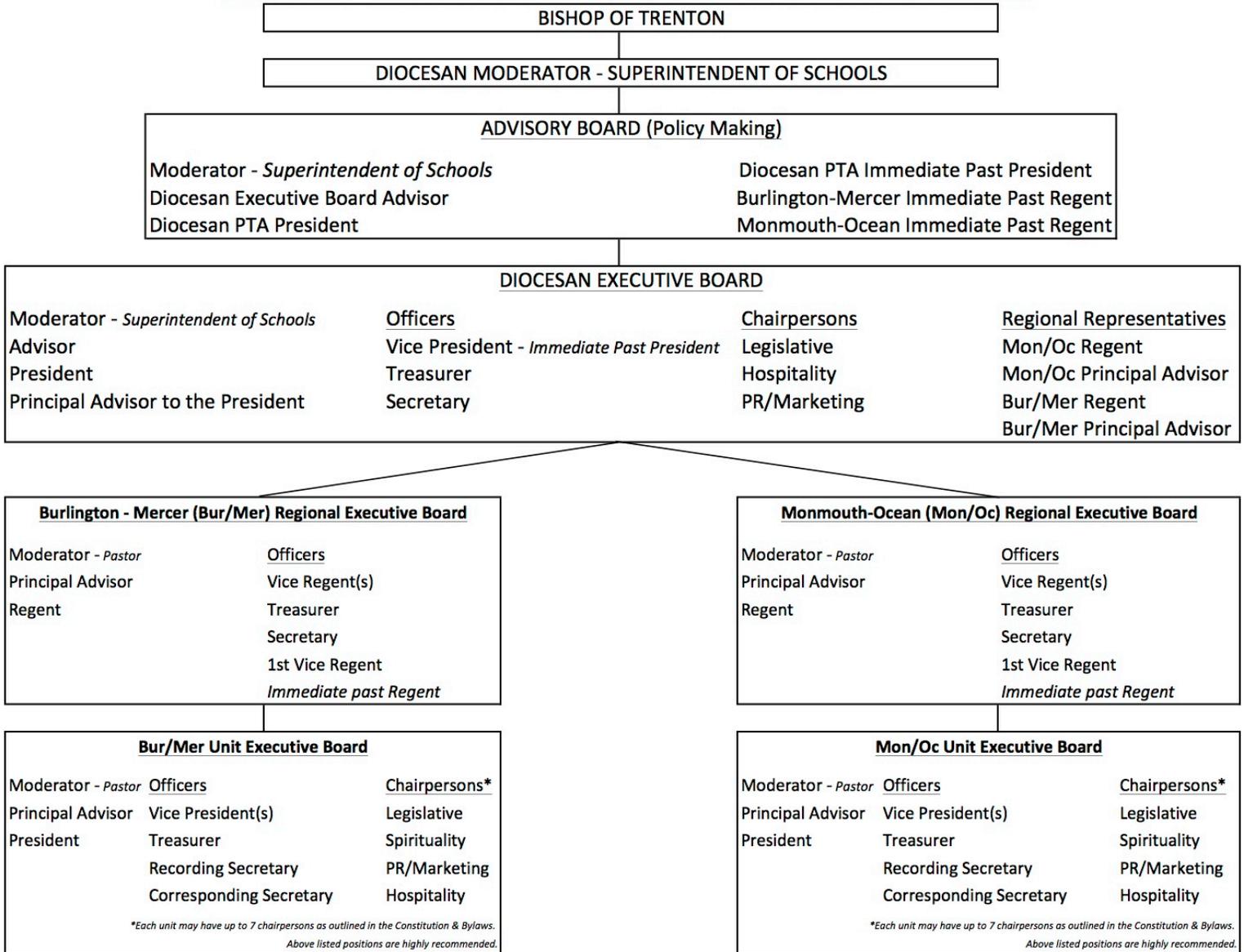
- A. Reasonable good physical health.
- B. Positive mental attitude toward self and life in general.
- C. Industrious and enthusiastic, includes willingness to work, consistency of effort, originality in attacking problems.
- D. Cheerfulness and sensitivity, the ability to see the humor in situations and to be comfortable around people.
- E. Sense and fairness. Common sense, open to all sides of a situation.

III. Responsibilities of a President

- A. Acquisition of knowledge necessary for leadership.
 - 1. Thorough understanding of the Constitution and By-Laws.
 - 2. Thorough understanding of the Structure of P.T.A.
 - a. Diocesan Advisory Board (Moderator's working board, policy making, meets as required.)
 - b. Diocesan Executive Board (President's working board, meets three times a year—fall, winter, and spring.)
 - c. Regional Executive Board (Regent's working board, meets three times a year—fall, winter, and spring.)
 - d. Unit Executive Board (President's working board, meets once a month during the school year.)



STRUCTURE - TRENTON DIOCESAN COUNCIL PARENT TEACHER ASSOCIATION



Revised and Approved by Diocesan PTA October 2017

3. Responsibilities to the Regional Level of P.T.A.
 - a. Schedules dates and times of Regional Conferences, President's Meetings.
 - b. Representation of unit at the Regional Conference and President's meetings.
 - c. A working knowledge of the Chairmanships of the Regional Board, their duties, and what must be done to facilitate the accomplishment of duties, e.g.
 - 1) Knowledge of all forms, due dates, and information needed.
 - a) Annual Review form is due at the spring conference along with the payment for the fall conference. It must be filled out by the president and signed by the president and principal or pastor. (*See appendix for form.*)
 - 2) Submission of information at the proper time.
 - 3) Assimilation and dissemination of information to proper areas of local unit.
 - 4) Payment of Per Capita Tax to Regional Treasurer by designated time. (Date will be communicated by the Regent but can be expected to be paid by January 15 - *See appendix for form.*)
 - a) Per Capita Tax: The amount of monies from each member's dues, divided between the Regional and Diocesan Treasuries and used for operational expenses. These monies are used in a number of ways, the largest expenditure being development. To maintain our unity and strength and to help each other grow, contact is required through the written word and through personal contact, either by phone or by attendance at meetings, workshops. P.T.A. dues are adjusted yearly, and the amount is communicated by the Regent. The check is to be made out to the Regional P.T.A. A second membership letter is to be sent in December to those families that have not joined. Some schools take their membership dues out of their activity fee at the beginning of the school year. This is left up to the discretion of the principal and the pastor.

4. Responsibilities to the Diocesan PTA
 - a. Communicate the date and time of Annual Diocesan Conference to membership.
 - b. Have the proper representation of the local unit at Conference.
 - c. Assimilate and disseminate information to the proper areas of your unit.

5. Responsibilities to the Unit Level of P.T.A.
 - a. A working knowledge of Roberts Rules for conducting meetings.
 - 1) Points helpful to you.
 - a) Corrections to minutes are made without a motion.
 - b) Motion is made to adopt financial report only when it has been formally audited.
 - c) If committee report contains a recommendation, reporting member moves that recommendation be adopted. Otherwise report is filed without action.
 - d) Handling Motions:
 1. Member asks to be recognized by chair. It is recommended they address "Madame or Mr. President."
 2. After recognition, member states motion, "I make a motion that _____."
 3. Second member then seconds the motion. This member need not stand or be recognized by chair.
 4. President then says, "The motion has been made by (name of mover) and seconded that (repeating motion as it was stated.) Is there any discussion?"
 5. When discussion stops, "if there is no further discussion all those in favor, say Aye, all those opposed, say No.
 6. The ayes (or noes) have it. The motion is carried (defeated).
 7. A motion may be amended by following the same procedure: After recognition by chair, "I move to amend the motion to _____" I second the motion to amend. It has been proposed to amend the motion to read as follows: Is there any discussion? If not, all in favor of the amendment, etc.

8. If the amendment is approved, the motion is presented again, including the change, for approval.
- b. Knowledge of ways to conduct a good meeting.
 - 1) Preparing an agenda:
 - a) An agenda is an outline of the progress of a meeting and is an important tool for the success of the meeting. The agenda identifies the issues to be dealt with and provides for orderly discussion. By following the agenda the meeting stays on track and within a planned time frame.
 - b) Developing the agenda is the joint responsibility of the president and the principal. It is helpful to contact board members and committee chairmen and to consult the working calendar and past minutes when planning the agenda.
 - c) A copy of the agenda is sent to each member of the executive board, giving sufficient time to prepare for the meeting. The following are skeleton outlines from which agenda can be developed. The second outline is given as food for thought; the time schedule is slightly different, placing major tasks in the first hour of the meeting.

FORM 1

Call to Order
 Opening Prayer
 Salute to the Flag
 Roll Call
 Reading of Minutes
 Treasurer's Report
 Correspondence
 Reports:

- Pastors
- Principal
- President
- Standing Committees

 Unfinished Business
 New Business
 Closing Remarks
 Prayer
 Adjournment

FORM 2

Call to Order
 Opening Prayer
 Salute to the Flag
 Roll Call
 Reading of Minutes
 Treasurer's Report
 Correspondence
 Recommended Action
 Old Business
 New Business
 Information and Proposals
 Principal's Report
 Committee Reports
 Pastor's Report
 Questions from the Board
 Future Business
 Meeting Date
 Preview of Agenda Topics
 Adjournment

- 2) Staging the meeting:
 - a) Location, hospitality and advance preparation are all conducive to a well run meeting. All members should be able to see each other. An oval arrangement of table and chairs is the most effective. A horseshoe arrangement is more desirable than a rectangle, if an oval can't be managed.

- 3) Chairing the meeting – points to remember:
 - a) Call the meeting to order on time.
 - b) Keep to business at hand by following agenda.
 - c) Handle discussion by tactfully directing its flow, giving every member who wants to speak a chance to be heard.
 - d) Keep to a reasonable time schedule.
 - e) Use gavel to call meeting to order, to maintain order and to declare adjournment.
 - f) Using Form I of the sample agendas:
 - a. Call to Order (the meeting will come to order.)
Always begin on time.
 - b. Opening Prayer
 - c. Salute to the Flag
 - d. Roll Call of Board Members
 - e. Minutes (Prior to accepting the motion, the minutes of the last meeting are reviewed. The statement follows: Are there any corrections, the minutes stand approved as read, or as corrected, if there are corrections.)
 - f. Treasurer's report, etc.
 - g. After business is completed, if there is no further business the meeting will be adjourned. The meeting will need to be adjourned by motion only if business has not been completed.

- c. A working knowledge of the Chairmanships of the Executive Board, the duties, and what will facilitate the accomplishment of the duties. A good president will use the people on the board as an extension of himself. Learn to delegate authority. A "one man show" is not always effective, stifling initiative and creating boredom. If the board is not used effectively, interest dies and active contribution is lost, to the detriment of the unit. Always maintain contact with board members, keeping them well informed and up-to-date on

matters affecting unit. The following is a list of duties for the basic members of the board.

- 1) Vice Presidents: Each unit usually has traditional duties assigned to its vice presidents. If not, think of areas where they can help you with the special functions of your unit. Keep them well informed of initiatives, bearing in mind that they may have to act as president in your absence.
- 2) Recording Secretary: The recording secretary keeps the minutes of the regular and executive board meetings of the unit. The recording secretary also keeps an up-to-date roll of members of the board, a copy of the constitution and by-laws, including amendments, and a record of all committees. The recommended procedure for handling minutes is to take notes at the meeting, to include:
 - Kind of meeting.
 - Time and place of meeting.
 - Name of presiding officer.
 - Members of board present.
 - Members of board excused.
 - Members of board absent,
 - Approval of previous minutes (with or without corrections)
 - Record of actual business of meeting (do not record conversations/discussions, you may say, “after discussion, it was decided to_____”).
 - State motions in full, including name of maker of motion, statement of motion, and action of motion.
 - Don't include motions that were withdrawn
 - Record all counted votes
 - Time of adjournment
 - Signature and title of secretary
 - As soon as possible after the meeting, a rough copy of the minutes should be made from these notes, while the meeting is fresh in memory. When making the final copy, the secretary should organize the notes into clear, concise statements. Each motion should be recorded in a separate

paragraph. When this final copy is read for approval, any corrections are made by bracketing incorrect parts and writing corrections in this wide margin. Corrections should be made in the current month of the meeting. They are then kept in a permanent file. This can be a hard copy or stored as an electronic document. A copy should be sent as soon as possible to the corresponding secretary and to the president.

- 3) Corresponding Secretary: Shall conduct all correspondence of the unit and read all correspondence received by unit at meetings. It is extremely helpful to members of a board to have a copy of the minutes and an agenda prior to the meeting date, as preparation for the business at hand. The corresponding secretary should, therefore, receive a copy of the agenda and the minutes well before the meeting date so copies can be made and sent to each member of the board, along with a reminder of the date, time, and place of the meeting.
- 4) Treasurer:
 - a) Shall keep records of all funds of the association dispersing them only as directed by the President.
 - b) Signs all the checks of the association together with the President. Two signatures should be on every check that is written by the PTA if a private account is held by that unit.
 - c) Maintain financial books.
 - d) Deposit all monies received at a bank approved by executive board.
 - e) Reads financial statement at all meetings:
 1. Balance on hand as of last meeting.
 2. Receipts
 3. Disbursements
 4. Balance on hand at current reading
 - f) An audit of the account must be completed prior to transfer of the position to an coming Treasurer. This will be conducted prior to the end of the term or if there is any change in the position before a Treasurer's term ends. (In the case of a resignation.)
(See Audit form in appendix.)

- g) All units should have a check request form (See *example in appendix*).
 - h) If the funds are handled by Pastor:
 - Change: (b) to read “sign all requisitions, etc.”
 - Change: (d) to read “deposit monies with the pastor”
 - 5) Legislative Chairperson: Shall make sure that all material sent to the Chairperson from the N.J. Network of Catholic Schools Families is understood, and is duplicated and distributed to the membership. The chairperson should know the names of government representatives, both state and national, and should be prepared to assist in all letter – writing campaigns. Time, as well as materials, should be provided during a regular P.T.A. meeting.
 - 6) Other Chairpersons
- d. A working knowledge of all special functions of the unit.
 - e. Facilitation of the regional spring conference as requested by the Regent. (See *guidelines for hosting a spring conference in appendix*.)
 - f. Communication
 - 1) Serve as a direct line of input and feedback between:
 - a) Unit and principal
 - b) Unit and pastor
 - c) Unit and other units
 - d) Unit and regent
 - 2) Maintain contact with all committees and board members.
 - 3) Establish a good time that you can be reached by members.
 - 4) Qualities of a good communicator.
 - a) Learn to listen to others. Give them individual attention. This indicates response on your part, establishes rapport. Be sensitive to the feelings of others, never demolishing another’s self respect.
 - b) Be knowledgeable of subject matter.
 - c) Recognize potential areas of discord or distress.
 - d) Maintain a positive manner of communication.

e) Follow the Diocesan Acceptable Use Policy with all communications including social media, e-mails and written forms of communication.

g. Organization and Administration

- 1) Prepare a calendar or time line for the school year. This should be an explanation of what has to be done each month, with any specific dates kept in mind. Refer to this at all times, maintaining your schedule throughout the year. This helps to advise others, board members and committee chairpersons, when guidance is needed.
- 2) Prepare a working notebook or electronic document with sections for:
 - a) Monthly agendas
 - b) Minutes of meetings and treasures' report
 - c) Sections for each committee, e.g. newsletter material, legislative, etc.
- 3) Prepare a separate file for each special function of the unit. It should include:
 - a) Calendar or time line when each job has to be started and completed.
 - b) Final reports from each member of the committee.
- 4) Maintain contact with each member of the board and committee chairpersons.
- 5) Choosing chairpersons for the Executive Board and for the special functions of the unit.
 - a) Know the qualities needed for the position.
 - b) Form search committee for positions.
 - c) Filling the positions. Give:
 - Honest job description includes attendance at meetings, and time involved.
 - List of goals and expectations of position.
- 6) Training others for leadership. Begin training replacements right from the beginning.

h. Before Installation

- 1) Familiarize yourself with Constitution and By-Laws
- 2) Meetings to schedule:
 - a) Incoming and outgoing presidents - an overview of position.

- b) Incoming president and pastor - discuss pastor's perception of unit, his suggestions and goals for the unit.
 - c) Incoming president and principal - discuss problem areas and goals.
- 3) Begin choosing committee heads.
 - 4) The installation of the new board members will be done by the Regent. Units may choose to have a flower or candle ceremony. The Regent will be in touch prior to the installation ceremony to learn of your preferences or traditions. *(See appendix for the request for installation.)* Units may also choose to have corsages for the board members. The following designations of colors are used for installation:

President: Purple
Vice President: Red
Recording Secretary: Pink
Corresponding Secretary: Green
Treasurer: White
President: Purple

i. After Installation

- 1) Meet with Principal, Executive Board to decide on the coming year's objectives, special events, meeting dates, etc. Decide on goals for the year. Prepare a formative calendar at this time.
- 2) Appoint the remainder of the chairpersons for P.T.A. functions.
- 3) Prepare a working calendar. This should include the date for the beginning of each project, dates when reports are due, meetings. *(See appendix for suggested timeline for unit presidents in appendix.)*

SOME TIPS ON COMMUNICATING ABOUT PROBLEMS

1. Make certain that discussion of the problem is for the good of the association, and not the result of personal feelings.
2. Keep all discussion of problems impersonal. Do not accuse or blame someone for the problem.
3. Tell it to the right person. Make certain you are discussing the problem with the person who is responsible for making the decision to correct it.
4. Time it right. Don't rush anywhere with a problem. Think the situation through, and choose the most appropriate time to discuss the problem.
5. Keep it honest. Tell it like it really is. Don't dramatize or seek sympathy or distort facts.

Remember to request feedback and listen to the other side. The problem may involve other people and responsibilities. Determine what is in the best interest of all concerned.

QUESTIONS TO ASK YOURSELF BEFORE PRESENTING A PROBLEM

1. Will verbalizing the problem help the association or do I just need to let off some emotional steam?
2. Am I exaggerating the problem? How can it be presented with honesty and all the basic facts?
3. Can I discuss the problem impersonally or will someone else be accused or blamed?
4. Who should hear about the problem? Who can make the decision to correct it?
5. Is there a right time to approach this person about the problem? When?
6. Can I suggest some alternative solutions after I've described the problem? What would these be?

Revised June 2015



Trenton Diocesan P.T.A. Annual Review Form
Year _____

Instructions for Unit Presidents:

Please answer all questions, then date, sign, and submit to your Principal for signature.

Please return at the Spring Conference

Return **ONE** copy *with signatures* to your Regent.

Please keep a copy for your Unit P.T.A. records.

Return **ONE** copy (electronic copy preferred) to

Diocesan President _____

If you do not have electronic access, submit a duplicate copy to your Regent.

Please type or print all answers. Thank you.

NAME OF UNIT:	
City:	
Region:	
Principal	
Pastor:	
TOTAL NUMBER OF STUDENTS ENROLLED:	
(Opening enrollment for school year)	

PRESIDENT(S) NAME(S)	
1. Were the <i>Trenton Diocesan Council of Parent Teacher Associations Constitution and By-Laws</i> reviewed at the first Executive Board meeting of your unit	
Yes	No
2. Did the Executive Board meet regularly each month of the school year?	
Yes	No
3. PLEASE ANSWER THE QUESTION THAT PERTAINS TO YOUR UNIT <i>Note: A general meeting may be a large gathering for a school activity without the reading of minutes or committee reports.</i>	
A. Elementary School Unit, did the unit hold 4 general meetings* during the school year?	
Yes	No
B. Secondary School Unit, did the unit hold 3 general meeting* during the school year?	
Yes	No
4. Did the President, Principal, or designated representative from your Board attend the following meetings?	
Annual Diocesan Conference	
Yes	No
Regional Spring Conference	
Yes	No
Regional Presidents' Meeting	

Yes		No		
5. Has your Unit paid the following assessments to the Regional/Diocesan P.T.A.?				
Per Capita Tax	Yes		No	
If "No" please explain:				
P.T.A. Continuing Education Fund	Yes		No	
If "No" please explain:				
6. Total P.T.A. Membership (as of November 1)				
7. Total Per Capita Tax paid				
8. Total funds raised by the P.T.A. Unit for this school year				
9. Please place a check next to committees that are active in your school:				
<input type="checkbox"/>	Spiritual Development	<input type="checkbox"/>	Membership	
<input type="checkbox"/>	Program	<input type="checkbox"/>	Legislative	
<input type="checkbox"/>	Social Concerns	<input type="checkbox"/>	Publicity	
<input type="checkbox"/>	Ways & Means	<input type="checkbox"/>	Bingo	
<input type="checkbox"/>	Newsletter	<input type="checkbox"/>	Hospitality	
<input type="checkbox"/>	Other			
Submitted by:				
(co) President(s)				
Signature				
Principal				
Signature				
Date				



Trenton Diocesan P.T.A. Annual Yearbook Report Form YEAR _____

Article III – Objectives, part B of the Trenton Diocesan Council states that the unit P.T.A. shall:
“Provide programs, opportunities, and funds which will:

1. Assist the children to develop a personal and community lifestyle grounded on Catholic teaching and Gospel values.
2. Foster the religious, intellectual, physical, cultural, and social development of each child.
3. Enhance the ability of parents to participate actively and effectively in their child’s education.

Please reflect on one program, activity, fundraiser or committee (other than Hospitality) that was particularly successful, informative or entertaining. Describe that program(s) explaining both the benefit(s) to your unit / school and how your experience will influence your future programs.

This information is compiled in the Diocesan Yearbook and serves as a resource for other units. Please limit your statement to this page. We want to hear about your best practice!



P.T.A. UNIT DIRECTORY- FOR THE YEAR ____ - ____

(Please submit with the Annual Report at the Spring Conference)

Name of Unit:	
City:	
Region:	
PRESIDENT(S):	
Name:	
Home Phone:	
Cell:	
Email:	
Address:	
VICE-PRESIDENT(S):	
Name:	
Home Phone:	
Cell:	
Email:	
Address:	
TREASURER:	
Name:	
Home Phone:	
Cell:	
Email:	
Address:	
RECORDING SECRETARY:	
Name:	
Home Phone:	
Cell:	
Email:	
Address:	
CORRESPONDING SECRETARY:	
Name:	
Home Phone:	
Cell:	
Email:	
Address:	

LEGISLATIVE CHAIRPERSON:	
Name:	
Home Phone:	
Cell:	
Email:	
Address:	
PRINCIPAL (ADVISOR):	
Name:	
Home Phone:	
Cell:	
Email:	
Address:	
MODERATOR:	
Name:	
Home Phone:	
Cell:	
Email:	
Address:	



TRENTON DIOCESAN COUNCIL OF PARENT TEACHER ASSOCIATIONS

PER CAPITA TAX FORM

School (Unit) Name & Town	
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Unit Treasurer

Name		
Address		
Email		
Home Phone		
Cell		
Total Number of Students Enrolled		
Total Number of Families Enrolled		
@ \$3.00 Per Family Per Capita Tax Rate = Total Per Capita Tax to be sent to Regional Treasury		
Make Checks Payable To:		
Mail Checks To:		
Phone:		
Email:		

NOTE: IF YOUR SCHOOL COLLECTS PTA DUES FROM THE FAMILIES, BE SURE TO HAVE THOSE MONIES TRANSFERRED TO YOUR UNIT'S PTA BANK ACCOUNT

PLEASE KEEP A COPY FOR YOUR FILES



TRENTON DIOCESAN COUNCIL OF PARENT TEACHER ASSOCIATIONS

PTA Financial Audit Checklist

Note: This audit should be completed by someone with experience in accounting other than the PTA Unit Treasurer.

School Name	
Name of Reviewer (please print)	
Affiliation with PTA/School	
Procedure	Completed
1. Reconcile the PTA Bank Account as of the end of the most recent month.	
2. Review the checkbook register for the past school year. Identify any rounding/adjustments to the balance. Total these adjustments.	
3. Review receipts for all checks written which exceed \$500 or any checks written to the account signers. Review for proper receipts and authorization.	
4. Examine procedures for check request. Make a copy of procedures or write summary of procedures. Make any recommendations for improvements. Make a copy of any standard forms used.	
5. Request and review any budgets made for the prior school year and upcoming school year. Attach any copies, if available.	
6. Determine if checks written are being posted to individual events or functions so that they can be tallied for comparison against budgets.	
7. Recordkeeping – Assess whether records are being kept in an organized manner for easy review and support (i.e. are copies of all checks attached to receipts and authorizations from appropriate parties). Make any recommendations.	

Signature of Reviewer

Date



TRENTON DIOCESAN COUNCIL OF PARENT TEACHER ASSOCIATION

Expense Reimbursement Form

Date: _____
Name: _____
Address: _____
City, State, Zip: _____
Phone: _____
Email: _____

Committee/Program	Vendor/Item Description	Amount
Please attach receipts	Total	

Requestor's Signature: _____



Guide for Hosting SPRING CONFERENCE

Unit President shall consult with Pastor to obtain his permission for the meeting.

Unit is asked to set up for 75-125 people and to serve refreshments.

THEME: It is suggested that Unit declare theme for the day. Prayer Service/Mass, decorations, program cover, and/or centerpieces decided upon by Host Unit.

TABLE: Each table should have a sign indicating where delegates of each school are to be seated.

If possible, table should be set near entrance so that as delegates arrive, they may be directed to their table.

Three additional tables, in front of hall, with signs, as follows:

1. Diocesan Guests
2. Regional Board
3. Host Unit's Past Presidents. (It is recommended that Past Presidents of the Host Unit be invited and special seating arrangements should be made for them. Unit President will introduce.)

HEAD

TABLE: Regent will advise exact number to be seated: usually around 15: Regional Moderator, Advisor, Diocesan Moderator, Diocesan President, Guest Speaker(s), Unit President, Unit Pastor, Unit Principal, and Officers of Regional Board. Place cards and centerpiece for head table will be needed.

Please arrange for the following:

1. Refreshments
2. Microphone
3. Podium
4. American Flag

PROGRAM

BOOKLET: Must be available for all. Cover design, color, lettering, etc., at discretion of Host Unit. Regent will inform President of other information to be included: agenda, and names of Regional Board Members. Back of program is used to list names of Regional Board Members, followed by names of Host Unit's Executive Board Members.

INVITATION: Host Unit responsibility in collaboration with the Regent.

GUEST

SPEAKER: Host Unit responsibility.



TRENTON DIOCESAN COUNCIL OF PARENT TEACHER ASSOCIATIONS

Trenton Diocesan Suggested Timeline for Unit PTA Presidents

Task			
Summer	President	Treasurer	Other/Notes
Begin to identify potential committees and committee chairs, establish procedure books for each office, committee			
Poll community to determine possible programs for the coming year			
Arrange for audit upon transfer of books from one treasurer to another			
Meet with new Board of Directors and plan goals for the coming year			
Approve plans of work for officers and committee chairmen			
Meet with principal – ask him/her to explain School Improvement Plan and identify parent involvement component of plan; talk about goals for the coming year; ask to include a welcome note from you to community in his/her back to school packet; establish a regular meeting time			
Plan publicity campaign for the coming year; back to school, PTA meetings & programs, newsletter, etc.			
Plan calendar for the coming year			
Sign-up for room use – Include all PTA meetings, programs, book fairs, special events, etc.			
After goals are set, develop PTA budget; the budget should be approved by board, advisor and moderator prior to general meeting where budget is adopted			
Sign new signature cards for bank			
Review bylaws			
If your school plans a “Welcome Back” for staff, participate			
Plan Back to School Night – President’s remarks - Approve budget - Volunteer sign-up sheets			

September – June - Ongoing			
Plan agendas			
Write president's letter for newsletter			

Task			
September	President	Treasurer	Other/Notes
Attend Diocesan Fall Conference			
Review By-Laws at first Board Mtg.			
January			
Pay Per Capita Tax			
Apply for NCEA Award			
February			
Announce Nomination Committee			
March			
Announce slate of officers			
May			
Attend Spring Region Conference			
Submit Annual Review form and Directory for the next school year			
Prepare transition to new leadership			
Install officers for the coming year			
Provide for transfer of information/records			
Thank everyone who has volunteered this past year			

