


PTA for Beginners

Mary Bartholf
VP of Leadership
Pinellas County Council PTA/PTSA

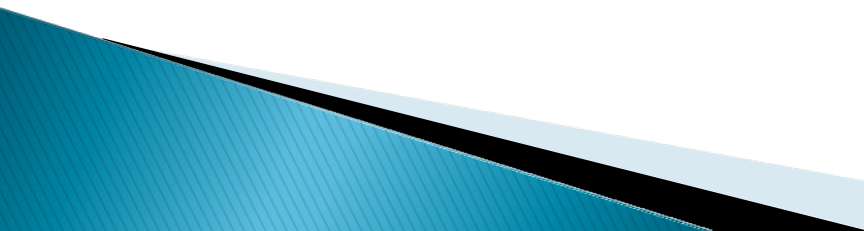
Ojectives

- ▶ To understand the basic structure of PTA – local units, County Council, State and National.
 - ▶ To learn what the various positions are and what they're responsible for.
 - ▶ To learn how you can get involved.
 - ▶ To find out where and how to get information.
- 

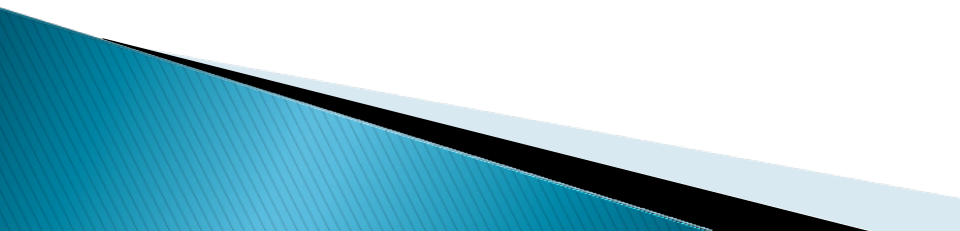
What is PTA?

- ▶ P = Parent
 - ▶ T = Teacher
 - ▶ A = Association

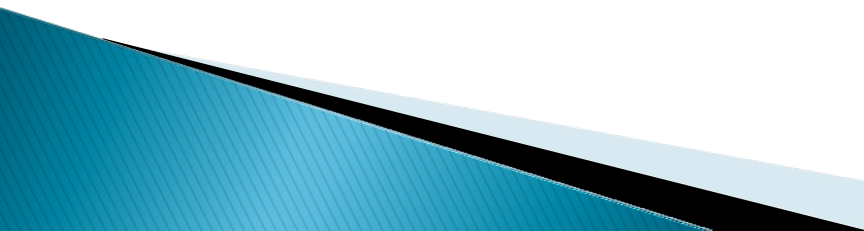
 - ▶ PTSA S = Student

 - ▶ We are the largest volunteer child advocacy organization in the country.
- 


What does that mean?

- ▶ PTA reminds our country of its obligations to children.
 - ▶ We provide parents and families with a powerful voice to speak on behalf of every child, while providing the best tools for parents to help their children be successful students.
- 

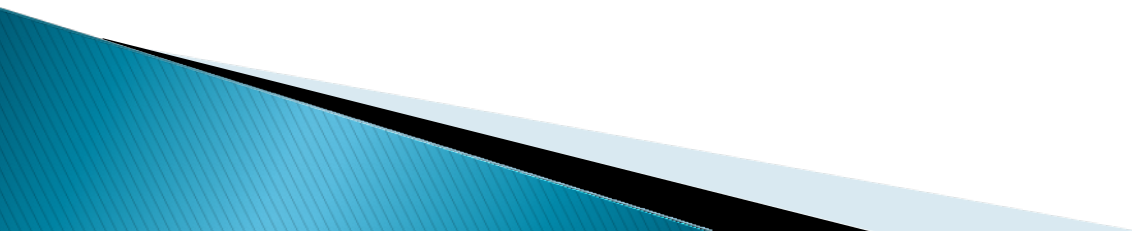
How do we do that?

- ▶ Working in cooperation with many education, health, safety, and child advocacy groups and federal agencies, PTA collaborates on projects that benefit children and that bring valuable resources to its members.
 - ▶ We do this on national, state, county, and local unit levels.
- 

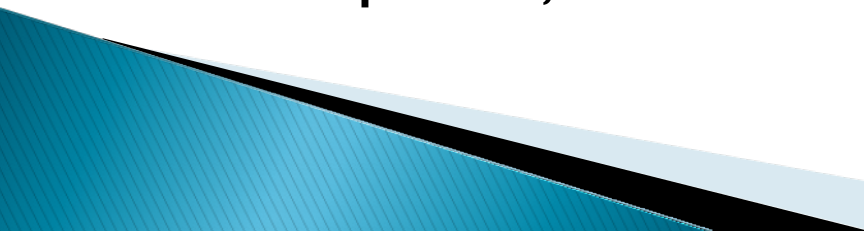
Pinellas County Council PTA/PTSA

- ▶ A group of local unit PTAs organized under the authority of Florida PTA.
 - ▶ Provide leadership, to serve, to assist, and to act as a resource for local PTAs.
 - ▶ We provide programs, information, events, and trainings to help your PTA, families and the community.
- 

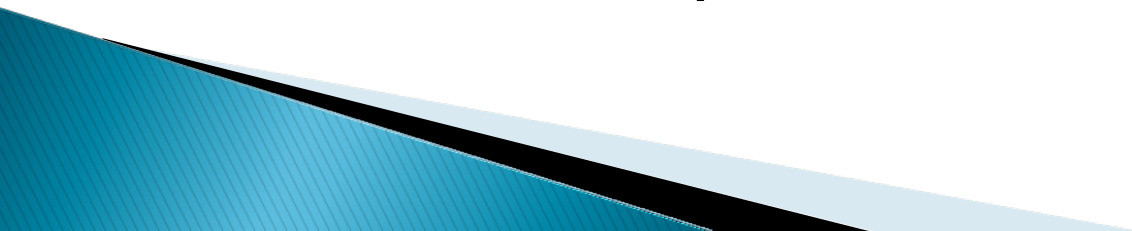
Pinellas County Council PTA/PTSA

- ▶ Adds strength to local unit PTAs by enabling them to work more effectively in their schools and communities.
 - ▶ Provides the impact of a united effort.
 - ▶ Your first–line resource for all questions and requests for assistance.
- 


Pinellas County Council PTA/PTSA

- ▶ We represent you to Florida PTA.
 - ▶ General Meetings – third Thursday of each month, except December, during the school year.
 - ▶ Special Events include – Connect for Respect, GrassRoots Advocacy Training, Meet Your Legislator, Health and Safety Fair, Reflections Reception, Celebration of Success
- 

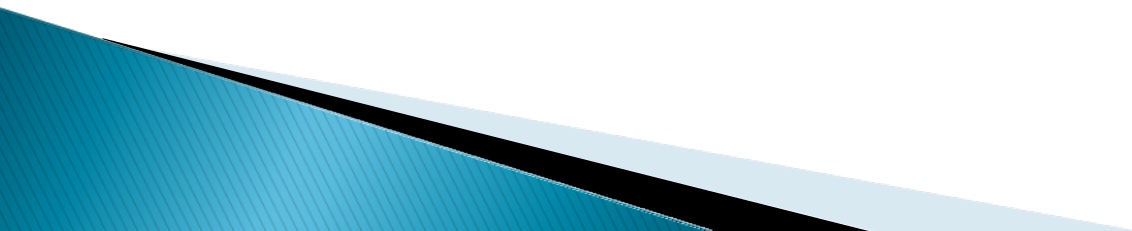
How does PCCPTA work?

- ▶ We work like your local unit PTA, but on a larger scale. We are basically your parent PTA.
 - ▶ Our Executive board includes a President, 5 Vice Presidents, Secretary, Treasurer, 3 Student Liaisons, a Principal Liaison, and 2 Florida PTA Board Member Representatives.
 - ▶ We represent you on more than a dozen Pinellas County Schools committees.
- 

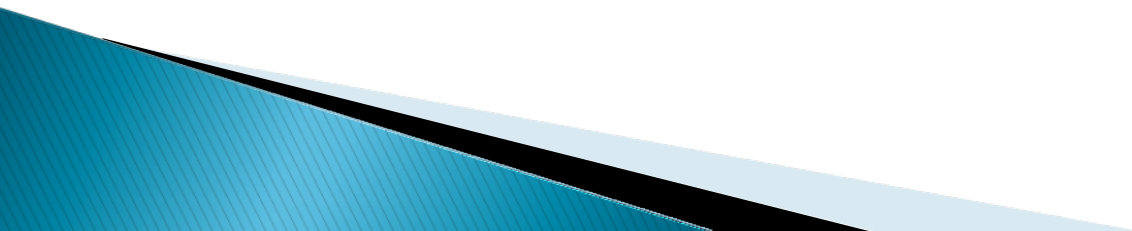
Florida PTA

- ▶ The largest statewide volunteer organization working exclusively on behalf of children and youth.
 - ▶ Founded in 1921 as a branch of National PTA.
 - ▶ Made up of 1,381 local units with more than 315,000 members
 - ▶ Our liaison to National PTA
- 

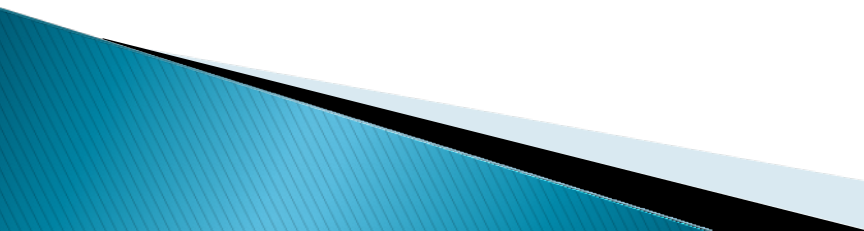
National PTA

- ▶ Composed of 54 State Congresses and nearly 26,000 local units in all 50 states, the District of Columbia, the US Virgin Islands, and the Department of Defense Schools in Europe and the Pacific.
 - ▶ Provides leadership, programs, support, and resources to its members at all levels of the association.
- 

Local Unit PTA

- ▶ This is your school's PTA.
 - ▶ Work with your Principal to determine what is needed at your school.
 - ▶ Provide programs to benefit your children and families.
- 

Executive Committee

- ▶ Elected Officers
 - President
 - Vice President(s)
 - Secretary
 - Treasurer
- 


Executive Board

- ▶ Executive Committee PLUS
 - Principal or designee
 - Any Committee Chairs that the Executive Committee determines should be board positions.


Committee Chairs

- ▶ Committee Chairs are appointed positions.
 - ▶ The Executive Committee appoints Committee Chairs.
 - ▶ Committee Chairs are not necessarily on the board. The Executive Committee will determine which committee positions should be represented on the Executive Board.
- 

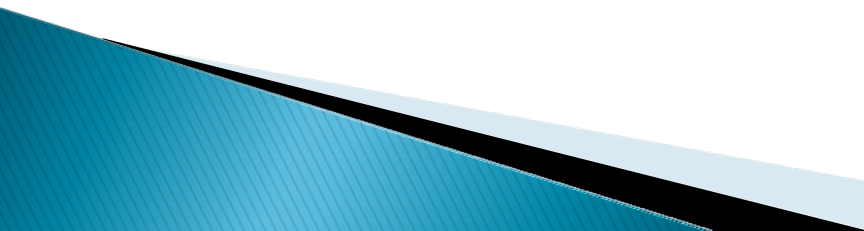
Who does what?

- ▶ President – responsible for the operations of the organization.
 - ▶ Conduct board meetings and general meetings
 - ▶ Attend local and state training opportunities
 - ▶ Communicate with Principal and keep him apprised of PTA activities throughout the year.
 - ▶ Represent your local unit at PCCPTA meetings.
- 

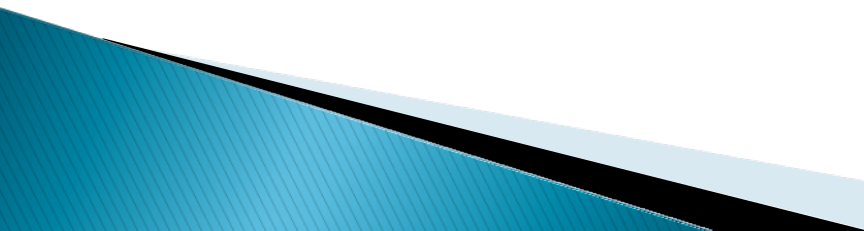
Who does what?

- ▶ Vice President – called on to preside in the absence of the President.
 - ▶ Ensure local unit bylaws are kept up-to-date.
 - ▶ Represent your local unit at PCCPTA meetings.
 - ▶ May be in charge of important committees such as Membership, Programs, etc.
- 

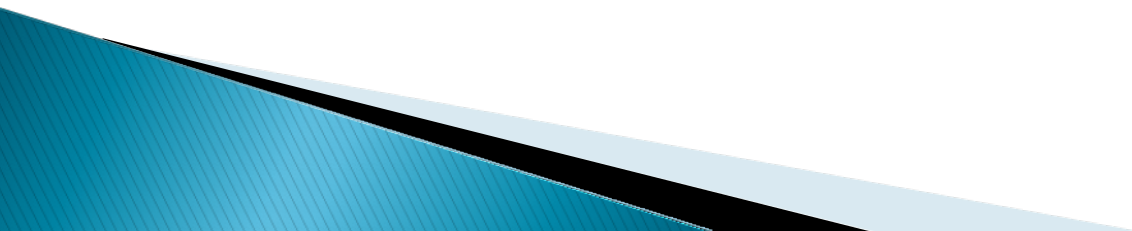
Who does what?

- ▶ Secretary – the keeper of the records.
 - ▶ Assist the President in preparing meeting agendas.
 - ▶ Record and retain minutes of meetings.
 - ▶ Keep a permanent file of all minutes, agendas, reports, the local unit charter, and approved copy of local unit bylaws.
 - ▶ Handle correspondence as requested.
- 

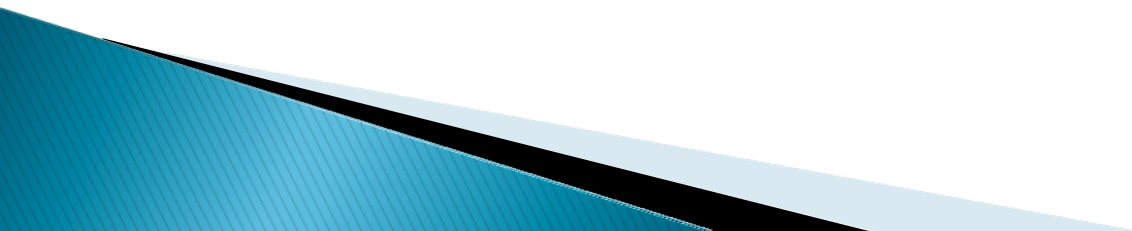
Who does what?

- ▶ Treasurer – responsible for fiscal policy for protection of PTA funds.
 - ▶ Receive and disburse monies.
 - ▶ Submit membership dues to state monthly.
 - ▶ Prepare budget.
 - ▶ Submit Treasurer's reports monthly.
 - ▶ Prepare and submit required IRS tax forms.
- 


Who does what?

- ▶ Committee Chairs – responsible for organization, planning, and execution of committee activities.
 - ▶ Membership, Programs, Reflections, Health and Safety, Advocacy/Legislation, Communications, Student Involvement
- 

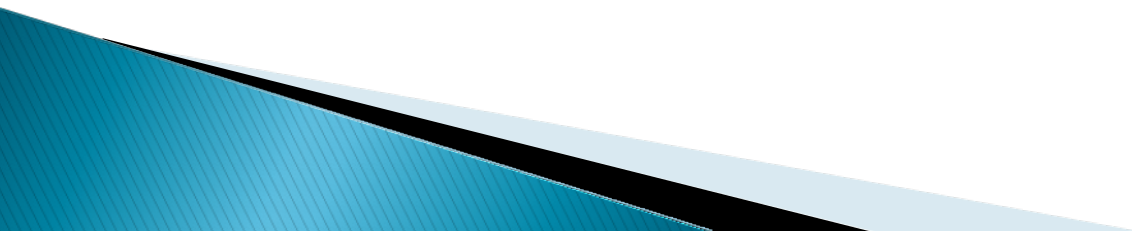
What do I do?

- ▶ Volunteer to help where and when you can.
 - ▶ Take on committee chair or officer roles if you feel it's the right thing for you and your PTA.
 - ▶ Stay informed – go to your local unit meetings and County Council meetings.
- 

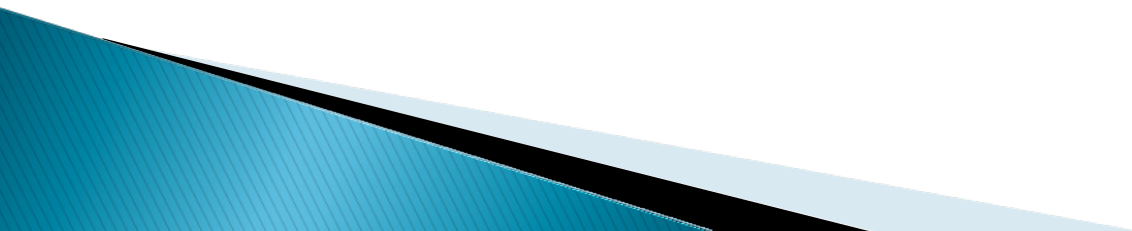
Procedure Books

- ▶ Each officer and committee chair should have a Procedure Book.
 - ▶ Plan of Work, calendar
 - ▶ County Council, State and National information
 - ▶ Contact list for Board Members, Administration, your committee, County Council
- 

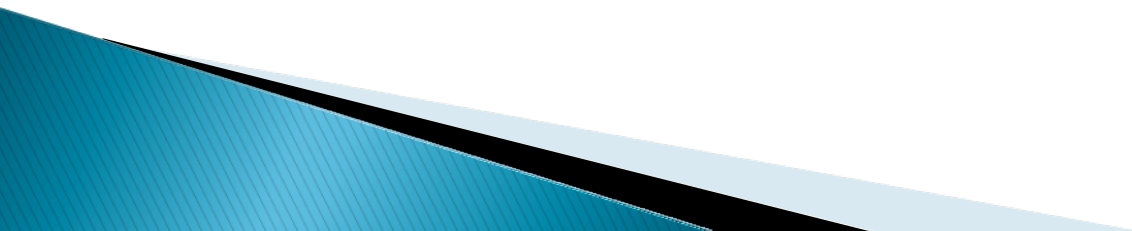
Procedure Books

- ▶ Bylaws, current budget, newsletters
 - ▶ Correspondence
 - ▶ Copies of reports
 - ▶ Notes from trainings
 - ▶ Minutes from meetings
- 

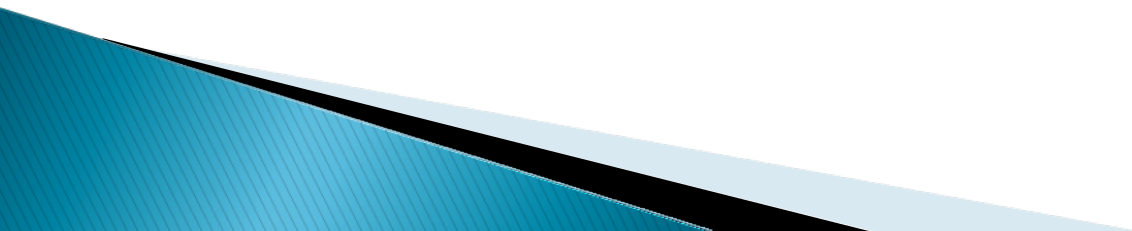
Procedure Books

- ▶ Resource materials
 - ▶ List of contacts, vendors, program representatives that assisted you with committee work
 - ▶ Evaluation of committee work, notes for improvements
- 

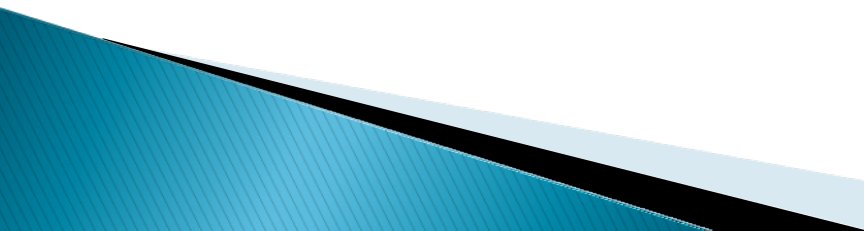
ABC's

- ▶ A = Advocacy
 - ▶ B = Building Partnerships
 - ▶ C = Children
- 

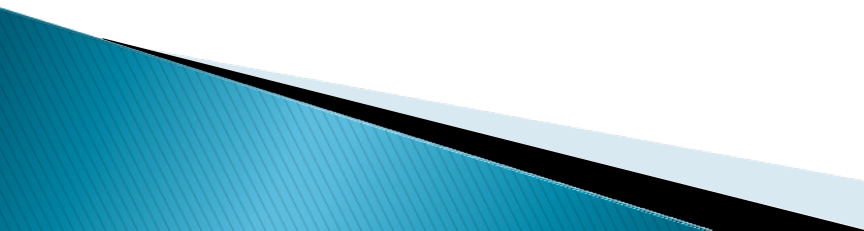
Bylaws

- ▶ Determine structure and provide specific regulations by which affairs are governed.
 - ▶ Define or explain rules under which your PTA functions.
 - ▶ Protect the group from error and guide it to efficient service.
- 

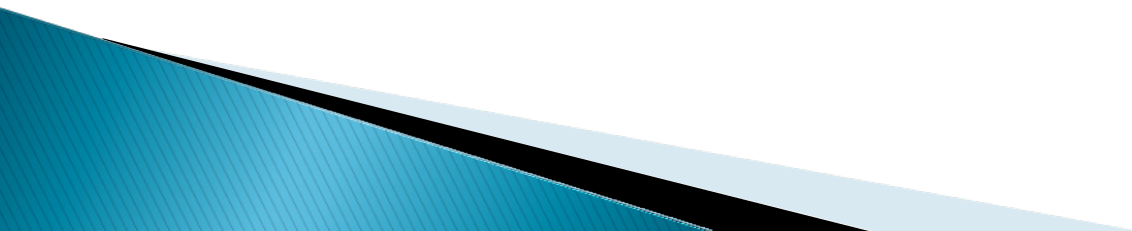
Bylaws

- ▶ Must be reviewed and updated at least every 3 years.
 - ▶ Amendments to bylaws require 2/3 vote of members present at a general meeting where a quorum is established.
 - ▶ 30 day notice required of vote on bylaws.
- 

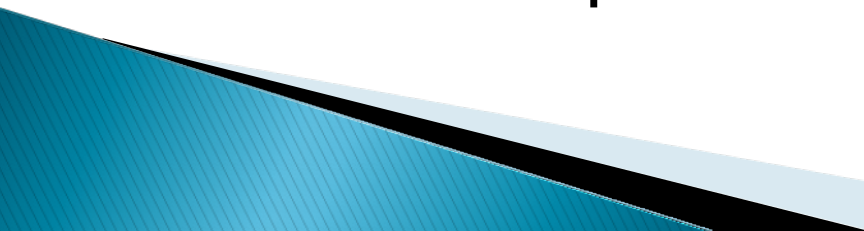
Budget

- ▶ Who determines when and how to spend our money?
 - Budget is presented to the general membership at the beginning of the school year.
 - Once the budget is approved, the board has the authority to spend money specified in each line item.
 - Items not in the budget or over the budgeted amount must be presented to the general membership for approval.
 - Budget can be amended at any time by a vote of the general membership.
- 

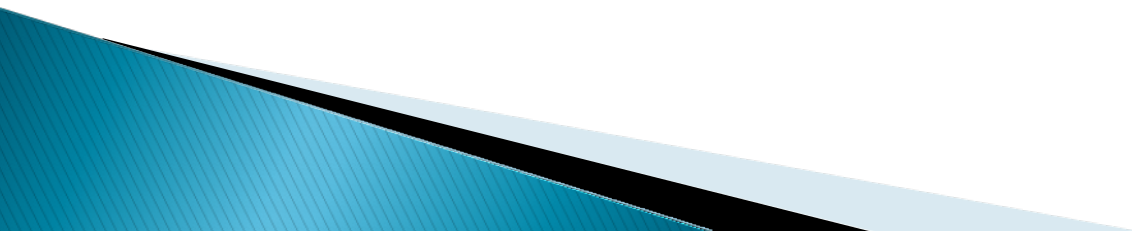
Membership Dues

- ▶ Membership dues are set by your general membership.
 - ▶ A portion (\$3.50) of your local dues is sent to the state PTA for each member. \$1.25 state, \$2.25 national.
 - ▶ Memberships are individual. There are no family memberships.
- 

Membership Dues

- ▶ PTAs may have different dues amounts for students.
 - ▶ You may have business memberships and/or patron memberships. This is sponsorship or support of your PTA, but not a voting member.
 - ▶ Your PTA determines the amount for business membership and what is offered in return.
- 

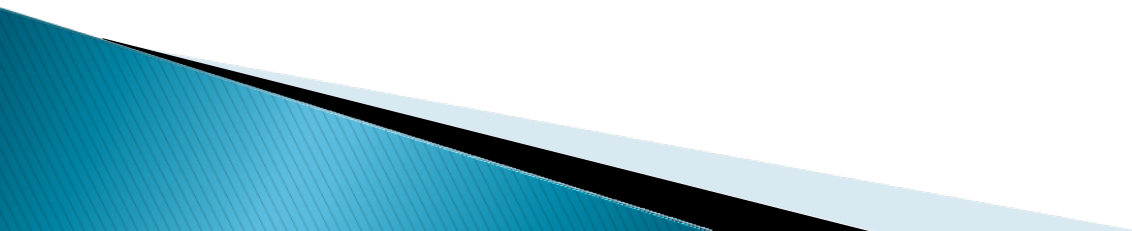
Programs and Fundraising

- ▶ Fundraising is a necessary evil, but your primary purpose is to advocate for children and provide meaningful programs for your students and families.
 - ▶ As a non-profit organization, IRS regulations require 3 programs for each fundraiser.
- 

Communication

- ▶ Emails
 - ▶ Newsletter
 - ▶ Website
 - ▶ Connect Ed message
 - ▶ Flyers
 - ▶ Social Media
- 

Communication from PCCPTA

- ▶ Website – pccpta.org
 - ▶ Newsletter – Pinellas PTA Courier
 - ▶ Emails – Constant Contact
 - ▶ Social Media – FaceBook
- 

Resources

- ▶ www.pccpta.org
 - ▶ www.floridapta.org
 - ▶ www.pta.org
- 

Contacts

- ▶ Your Local Unit President and Board Members
 - ▶ Maria Kinzer, PCCPTA President
pccptapresident@yahoo.com
 - ▶ Mary Bartholf, PCCPTA VP of Leadership
marypta@gmail.com
- 