

PTA Presidents Workshop

Part 1

I have been elected....Now what?

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Pinellas County Council PTA President



PTA MISSION

The mission of PTA is threefold:

- to support and speak on behalf of children and youth in the school, in the community and before governmental bodies and other organizations that make decisions affecting children
- to assist parents in developing the skills they need to raise, protect and prepare their children
- To encourage parent and public involvement in the public schools of this state

Purposes of PTA

- To promote the welfare of children and youth in home, school, community, and place of worship.
- To raise the standards of home life.
- To secure adequate laws for the care and protection of children and youth.
- To build close relationships between home and school so that parents and teachers may cooperate in the education of children and youth.
- To develop united efforts between educators and the general public to secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

Policies of PTA

PTA is noncommercial, nonsectarian and nonpartisan.

Structure of PTA

Each local unit is a self-governing group.

However, the bylaws of each local association must be approved by the state office, as they must conform to the policies of the National and Florida PTAs.

PCCPTA County Council

- Purpose of the County Council is to train local units.
- County Council Meetings
The 3rd Thursday of each month
Send at least 2 representatives to attend.
- A minimum of 2 meetings

Membership and Dues

- Local units set their own dues.
- When dues are paid to the local PTA, the individual becomes a member of both the Florida and National PTA.
- ***\$3.50 of every membership must be sent to the state office for state(\$1.25) and national (\$2.25) dues.**
- Pay dues monthly
- All dues to be paid by March 31

Tools For a Successful Year

- Procedure Books
- Kit of Materials, National PTA Back To School Kit, County Council handbook
- Bylaws
- Keep your National EIN number on hand
- Approved Budget
- Submit taxes by November 15. 990N postcard

Bylaws vs. Standing Rules

- Determine structure and provide specific regulations by which its affairs are governed.
- Define or explain the rules under which the PTA functions.
- Must be adopted by the membership and approved by the State PTA office.
- May not be suspended.
- Reviewed every 3 years.
- Amendments require 2/3 vote of membership , a quorum must be present and 30 days notice must have been given.
- Effective upon receipt from State PTA office.

- Used to administer its affairs under the provision of its bylaws.
- Set adopted forth the procedures adopted to accomplish specific areas of PTA work.
- Flexible
- May be changed or suspended upon majority vote of the board.
- Developed as need arises.

Executive Committee vs. Executive Board

- Difference
- Who decides?
- Quorum?
- Chairpersons/ Committees
- Standing Committees

Communications



Protocols

- Email – REPLY ALL – REPLY ONLY
- Do not “turn the meeting over”
- Language
- Introductions
- Phone calls
- Dress code

Email

- Great communication tool....
- Messages
 - Content
 - Privacy
 - Do not argue by email
- Use the “C’s”
- Voting

Ethics

- Keep confidential matters confidential
- Respect
- Trustworthy
- Take Responsibility
- Fiduciary Responsibility

Conflict

IS CONFLICT BAD?

Yes/No

???

Why do people complain or initiate conflict?

- Some people have genuine concerns.
- Others lack self-esteem.
- Still others crave power or authority.
- Some are reluctant to go along with needed changes.

Conflict Management

- Ground Rules—Group Management
- Present the idea of ground rules to your group.
- Include any items that help the group function.
- Conduct a brief brainstorming session.
- Start with a few ideas.

Ground Rules

- Participation is encouraged
 - everyone's input is valuable.
- Everyone has a right to be heard.
- Only one person speaks at a time.
- Speak only for yourself.
 - Use "I" statements instead of making broad generalizations.
- No put-downs of people or their ideas.
 - ("That's stupid" or "You don't know what you're talking about.")
- It's OK to disagree.
- Disagree respectfully.
- Overheated discussion? Call a time-out.
- Decisions will be made by vote; majority rules.

How can leaders deal with conflict?

- Support the right of the individual to express viewpoint.
- Be receptive to new ideas.
- Encourage other group members.
- Too difficult to deal with at moment?
- Relax.
- Contact Pinellas County Council leadership for assistance

Handling disagreements

- Maintain the responsibility — and the authority.
- Focus on the problem/issue.
- Practice active listening.
- Feelings of anger/frustration are understood.
- Meet and talk, one-on-one, with each of the individuals involved.
- Select a good time and place.
- No “right” or “wrong” way to address the concern.
- Find something to agree on, such as basic goals.
- Help people understand that not everyone will be happy with the decisions made.
- Group decisions.
- Outside facilitators may prove useful.

People are entitled to their opinion

- Bylaws, policies and procedures.
- Robert's Rules of Order.
- Respect the rights of individuals.
- If the “disruption” goes on and on, the president may:
 - Interrupt
 - Suggestions
 - Meet/speak later
 - Appoint committee

When tempers flair

- Democratic process.
- If situation is getting out of hand, don't pretend everything is all right.
- *Remember, no one expects the president to be perfect...*

Human relations

The six most important words: “I admit I made a mistake.”

The five most important words: “You did a good job.”

The four most important words: “What is your opinion?”

The three most important words: “If you please.”

The two most important words: “Thank you.”

The one most important word: “We”.

The least most important word: “I”.

National Convention 2011



PTA Presidents Workshop

Part 2

Where do we go from
here?



Financials

- Outgoing and Incoming Presidents' should have:
- Presidents' discuss with Treasurers' plan for
 - Closing of financial books and planning for financial audit
 - Completing end of year financial report
 - Changing/updating signatures on PTA bank accounts (two signatures required on all PTA checks)
 - Filing of taxes with IRS
 - Forming budget committee (to draft proposed budget for new school year)
 - Submitting Internal Revenue Exempt from Income Tax form each year to Florida PTA office
 - ❖ Note: Refer to *Dollars and Sense*, within Treasurer section of Kit of Materials for details. Money Matters in National Back to School Kit

Plan and discuss with Principals

- Objectives of new school year
- Board meetings and general meetings
- Protocol for new school year
- Orientation Day
- Plan and schedule future meetings with Principal

PCS Policy 9210- Parent Organizations

- The School Board encourages people to form PTAs(Parent/Teacher Associations) and PTSAs(Parent/Teacher/Student Associations) to support individual schools.
- The Board authorizes principals to give written permission to PTAs or PTSAs to use the name, logo, mascot, or trademark of their school as part of the PTAs or PTSAs name or in its fundraising or other activities. The principal will give written permission prior to the beginning of each school year.
- All PTA/PTSA activities will be approved in advance by the Principal and be beneficial to students, volunteers, employees of the school, or the school and will not conflict with programs administered by the Board.
- All officers of the PTA/PTSA will be registered volunteers with the Board and all members are encouraged to become registered volunteers.

PTA and Principals Policy

Plan of work

- How are you going to accomplish the objective?
- What are the goals?
- Keep goals realistic or obtainable
- Keep measurable
- Might include doing more research
- Gain support, solicit help
- Review and report results regularly

Meetings

- Who attends?
- What is the frequency of meetings?
- Purpose of Board Meeting?
- Purpose of Committee Meeting?
- Purpose of General Meeting?

Planning the meeting

- Define meeting type and objectives of the meeting (informational, required voting, educational)
- Consider audience when determining
 - Date and time of meeting
 - Duration and location of meeting
- Invite special guest or guest speaker

Board meeting agenda

- Establish quorum
 - Review previous meeting minutes
 - Financial report given by Treasurer- **AT EVERY MEETING**
Note: Refer to Dollars and Sense, section of Kit of Materials for details.
 - President, Vice President and/or Principals Reports
 - Committee Reports
 - Include announcements or dates of upcoming events and meetings
 - Presidents role is to keep meeting fair, and on target!
- ❖ Refer to *Parliamentary Procedures* in the Florida Kit of Materials and the *Presidents Quick Reference Guide* from National PTA for more information

Parliamentary Procedure

