



President 101

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North Region Representative

What is PTA?

- PTA is the oldest and largest non-profit, all volunteer child advocacy organization working exclusively on behalf of all children and youth. It was founded in 1897. YouTube has a great video!
- There are more than 195,609 members and 1,376 local units in the state of Florida.
- **The mission of the PTA is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.**
- The purpose of PTA is to promote the welfare of children, to raise the standards of home life, to secure laws for the care of children, to bring home and school closer and to develop united efforts for all children.
- We Are Advocates!

What is Advocacy?

You Are Advocates!

- Advocacy can be broken down into basic parts: the Advocate, the Issue, the Act and the Decision-Maker.
- Anyone who speaks for another is an advocate. PTA members are advocates for children and youth. PTA members advocate on a wide variety of child-related issues: education, health, nutrition, safety, juvenile protection, welfare reform, parent and family life, and drug and tobacco use and abuse prevention to name a few.
- Advocacy is communicating about an issue for which PTA has adopted a position by speaking, writing, phoning, emailing. The purpose of the communication can be to inform, educate, persuade or increase the level of awareness regarding the issue.
- The decision-maker is any individual or body that has the power to address the issue or solve the problem.
- Every PTA member can be an effective advocate. The purpose is always the same: identify, research and understand the issue; identify, research and understand the issue; understand the decision-maker and communicate the message.

GOVERNANCE DOCUMENTS

- Kit of Materials
- Bylaws
- Standing Rules/P&P
- Budget
- Charter



Bylaws – Purpose, Policies, and Structure

- Bylaws govern an association's operations and contain the basic rules relating principally to itself as an association.
- Bylaws outline the basic purpose of PTA, lists basic policies of the PTA association, and provide a structure for how the PTA association is set up.
- The bylaws also provide information on the PTA board structure, required meetings, what constitutes a quorum, and the amendment process.

Bylaws – Purpose, Policies, and Structure

Bylaws are rules that govern us- Good for 3 years

- Unit Name, Unit Code XX- _ _ _ , ID numbers
- Purposes and Basic Policies of PTA
- Relationship with National, Florida, and County PTAs
- Quorum needed to conduct business
- Officers, their election, and their duties
- Nominating Committee
- Audit Committee
- What the executive committee is, what the executive board is, when you must meet
- Fiscal year

How to Submit to Florida PTA:

1. Upload PDF file on the Florida PTA Website at this link:
<https://floridapta.org/bylaws-submission-form/>
2. Email PDF file directly to: bylaws@FloridaPTA.org

Standing Rules

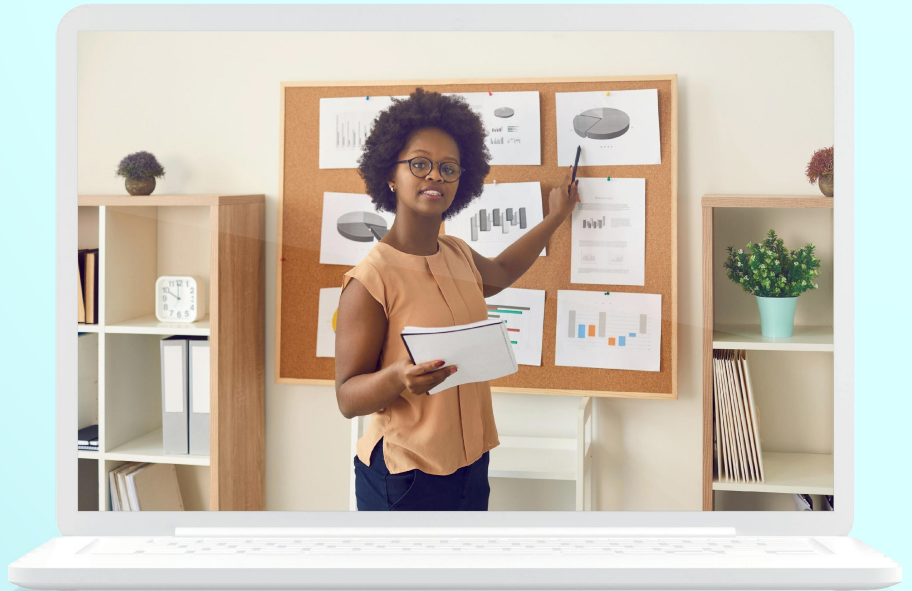
- Should be reviewed by the new board every year.
- They vary greatly from one PTA to the other.
- Can NEVER conflict with your Bylaws.
- Can Include any Vacancy Details, attendance by board members, who is on the bank account, per diem costs, if attending training or event, who can attend State and/or National Conferences.
- They also state how to handle emergencies or how the unit recognizes staff or volunteers.
- Standing Rules exist to help you!

PTA EXECUTIVE COMMITTEE

Elected by the Membership

- **President**
- Vice President(s)
- **Treasurer**
- **Recording Secretary**
- Corresponding Secretary

(check your Bylaws)



PTA BOARD

- The Executive Board (Board of Directors) is made up of:
 - Elected Officers (Executive Committee)
 - Standing Committee Chairs
 - School Principal or representative.
 - Meet Monthly during school is in session
- Standing Committees (Chair on Board)
 - Membership, Legislative, Health and Wellness, Reflections, Programs, Communications, Media, etc.
- Special Committees: One time event (NOT on Board)
- **Non Board Position: Coordinator**

PRESIDENT'S RESPONSIBILITIES

- Submit officer information to Florida PTA
- Receive, read and **share** your Florida PTA Kit of Materials
- Build a relationship with your executive committee
- Connect with your County Council and State
- Know your bylaws and P&Ps/standing rules
- Understand your school and community demographics
- Manage contacts and grow membership with Givebacks
- Set expectations and be the leader!



PRESIDENT'S RESPONSIBILITIES Cont.



- Work with elected officers to select and place committee chairs. (vote on chairs)
- Appoint a calendar committee to create the calendar of all activities for the year
- Appoint a budget committee to create a budget which aligns with the activities planned for the year. (Treasurer serves as chair)
- Work with your team to create your Plans of Work

Your Board – You Are A Team!

- Board members must be members of your PTA.
- Your board has elected officers who make up the executive committee.
- Your board may also have standing committee chairs and special committee chairs.
- Every board member should create a procedure book (can be kept on a flash drive/ or electronic form) and must be transferred to the person taking the position after them.
- In your procedure book: your contact information, a timeline or calendar for the position, a directory of board members, Bylaws, Standing Rules, budget, and all materials relevant to position including contacts and correspondence, information and resources.
- You are not always going to get along but you have to work together!
- Remember, the children see your behavior and they look up to their PTA!
- Conflict Resolution: Assume Good Intent! Compromise – it is not weakness but strength to work for the better good.
- It is the responsibility of the entire board to help sustain and increase a diverse membership

Programs and 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?
- Business Partners!

I GOT THIS! NOW WHAT?

- Have an executive committee meeting (elected officers)
- Decide on Board Committee Chairs (Appoint by vote)
- Decide on your primary focuses for the year as a board.
- Plan your calendar for the year
- Distribute procedure books and Kit of Materials information.
- Set date and program for your 1st general meeting.
 - 1st General Meeting: Present Audit and Vote on Budget
 - 2nd General Meeting: Elect Nominating Committee, Budget Amendments
 - 3rd General Meeting: Election of Officers, Budget Amendments

Meetings – What Do You Need for a Meeting?

- Agenda – this will help keep you on track and focused.
- Do you have a quorum? What does your Bylaws say?
- Your Board meetings are held monthly and closed (Board members only).
- Your General Meetings: Check your Bylaws – a minimum of three/year and open to public but ONLY members may speak and vote.
- Minutes (from previous meeting, within a year).
- Executive minutes – executive meetings, General minutes, general meetings, (separate).
- Treasurer’s Report -
- Sign in sheet (goes in Recording Secretary’s binder).
- Your meeting minutes are legal documents. You must have the name of your PTA, location of the meeting, date and time at the top of the minutes. You must have your start time and finish time in your minutes and all minutes are to be signed by the recording secretary and president.

SAMPLE AGENDA Board Meeting

Call to Order
Meditation/Pledge
Quorum for voting
Minutes Approval
Treasurer's Report
Officers' Report
Committee Reports
Action Items
Unfinished Business
New Business
Adjourn



Meetings – How to Run a Meeting

- RELAX, Smile and call the meeting to order on time!
- Follow your agenda.
- Recognize members to speak.
- Recognize administrators or special visitors – Superintendent and School Board Members.
- Reports should be prepared in advance of the meeting.
- President's role is to organize and conduct the business.
- Minutes should be posted/distributed or read by the Recording Secretary. President then asks if there are any corrections. If there are none, then the minutes stand approved as read (or as corrected). No motion is needed.
- No motion is needed for adoption of treasurer's report.
- Officer Reports.
- Standing Committees, Special Committees, Unfinished Business, New Business, Celebrations/Announcements.
- Very helpful to know and use parliamentary procedure.
- Plan a program to bring in attendance – Lunch and Learns are good programs also.

Voting

- Any Bylaws changes or amendments (what do your Bylaws state!).
- Budgets and budget amendments.
- Action Items.
- Elections.
- Must have a Quorum to vote.
- Presidents may vote when there is a ballot vote or in cases where their vote will create a tie or break a tie (when 2/3 vote is required, Presidents may vote if their vote will help cause or block the attainment of the 2/3).

Nominating Committee & Elections

- ❑ MUST be held every year at a General Meeting – Even if you are planning to return.
- ❑ Check Bylaws to see which month to hold elections (often in April or May).
- ❑ Must have a Nominating Committee (elected at least 30 days prior to Election Meeting).
- ❑ Check Bylaws for number of members that make up the committee (3 or 5 odd number in case of a tie).
- ❑ Check Bylaws for Officers to be Elected. Chair positions are appointed by elected officers, they are 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.
- ❑ After voting with paper ballots, be sure to have a motion and vote on destroying your paper ballots!

Being a Leader – What is a Good Leader

- Collaborative
- Solution Seeking
- Shares Power
- Team Player
- Flexible
- Accountable
- Positive
- Respectful
- Delegates tasks and responsibilities
- Communicative
- Good Listener
- Nurturing
- Helps develop budding leaders
- Reflective
- Prepared
- Gives credit where CREDIT IS DUE!

Being a Leader – What is Not a Good Leader

- ❑ A Boss (or worse) a dictator
- ❑ Critical
- ❑ Negative
- ❑ Gossipy
- ❑ Disrespectful
- ❑ Hoarder or seeker of credit
- ❑ Withholder of information

Working with the Principal

- It is their school and you are a guest!
- 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.
- Principals may not appoint members to the PTA board.
- Principals may not direct the budget or spending of the PTA.
- PTA wants every Principal to be a strong PTA advocate, and PTA wants to assist the Principal in any way possible to promote student safety as well as higher student achievement.

Your Florida PTA– What Do We Do?

- Charter/re-charter and reorganize PTAs and PTSAs.
- Provide support to county councils and local units.
- Communicate pertinent information including educational, legislative, health and safety.
- Workshops and trainings.
- Reflections.
- Scholarships for graduating Seniors.
- Community outreach.
- Awards in July at Florida PTA Leadership Convention
- County Councils are organized under the authority of Florida of Parents and Teachers (FPTA). Their main purpose to provide leadership, serve, assist and act as a resource for local units.

Good Standing

The 5 Steps to being a PTA in Good Standing

- ❑ Register your officers with Florida PTA.
- ❑ Remit membership dues to Florida PTA (currently \$3.50/membership).
- ❑ Make sure your Bylaws are current.
- ❑ Conduct a proper audit. You must fill out your audit on the Florida Audit Form.
- ❑ File your 990.

Final Words of Wisdom

When you are speaking on behalf of PTA, you must represent 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 and when position statements are sent to you, please keep your membership informed.

- Ask for help
- Take care of yourself
- Set parameters
- Remind yourself and others why we do this – It Is For The Children!

WE ARE HERE FOR YOU!

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