

PRESIDENT'S TRAINING



Basics

- You are the face of the PTA Unit
- Have and read your Bylaws (especially Article III), Policies and Procedures, and Standing Rules
- All public Documents, letters, newsletters should go past you
- All Contracts must be signed by you
- You should meet with Principal or AP (to collaborate on how to help the school)
Keep open communication with Administration
- You set the meeting time and run the meeting itself
- Presidents are on all committees except Nominating Committee
- You must follow any position statement that comes from County, State, or NPTA
- Should speak to County Council or FL PTA if you are asked to be interviewed by a news agency
- Get to really know your board before you start. Social event or just conversation.
- Delegate, Delegate, Delegate

Board Meetings should have or include:



- You RUN the meeting (you give start and adjourn time)
- Your Officers, Principal, and Chairs Positions
- Agenda
- Treasurers Report and Previous Minutes
- Opportunity for Admin to speak
- Plan of Work (should be done for each event or program)
- Presidents ask for motion (not members)
- You can set a time limit for each speaker (if needed)
- Much of your planning should be done in board meetings and committees
- Should be a closed meeting and can be done virtually or in person
- Quorum is 50% +1 (to vote)

General Meetings should have:

General Meetings must have quorum - 10 paid members to vote (must have been a member for 30 days)

Anyone can be a member and anyone can come (only those who are members may speak)

Budgets, Elections, Nominating and Bylaws must be voted at General Meetings

Have Minutes taken and a Treasurer Report

Only members may speak and vote

Should try to include a Program (3 Programs to 1 fundraiser rule) to bring in more people

All General Meetings can be done Virtually or in-person (based upon new bylaws)

PTA/PTSA Compliance

Item	Due to Florida PTA Office	Format Sent	Notes
Local Unit New & Returning Officer Contact Information	July 1st Annually (Or as soon as elections are held)	Enter Information ONLINE Only www.FloridaPTA.org President must maintain current home addresses, phone numbers & email addresses for the officers.	Must submit new registration every year even if there are no changes in officers' information. Update information throughout the year when changes occur.
Membership Dues State & National Portion of Membership Dues. Pay \$3.50 per membership sold.	Monthly as dues are collected	Pay Via MemberHub.com Or USPS Mail: Send with State & National Dues Payment Form from the website www.FloridaPTA.org	The State & National portion of dues is paid monthly when memberships are sold. Must be received by Dec. 15 to participate in Reflections and other programs.
Audit Completed after June 30 each year.	August 31st Annually	Fax, mail or email to: audit@floridapta.org	Refer to Florida PTA Kit of Materials Dollars & Sense and National PTA Money Matters Guide
Copy of IRS 990 Due to IRS by Nov 15 th each year.	November 30th Annually	Fax, mail or email to: 990@floridapta.org	All PTAs/PTSAs are required to file IRS 990 by Nov. 15 annually. File either 990N (e-Postcard), 990EZ (short form) or 990 (long form).
Bylaws	Every Three Years	Upload, Fax, Mail or email: bylaws@floridapta.org Bylaws form and link to upload on our website www.floridapta.org , Running Your PTA -- Bylaws Tab	Bylaws must be reviewed, updated and APPROVED at State Office at a minimum of every 3 years. Update on current 2020-2021 bylaws form.

Don't Forget

Time with your family and friends

Your “WHY!”

The mission of PTA (first page of your Bylaws)

Start training your replacement your first day

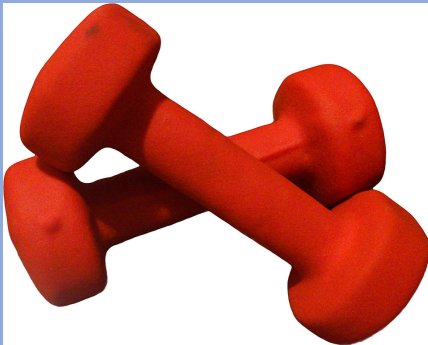
Everyone has talents and gifts to offer
– Differences are a good thing!

Contact Us Any Time

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