

PRESIDENT'S BASIC TRAINING



GETTING STARTED AS A PRESIDENT

- You are the face of the PTA Unit
- Have and read your Bylaws (especially Article III)
- All public Documents, letters, newsletters should go pass you
- All Contracts must be signed by you
- You should meet with Principal or AP (to collaborate on how to help the school)
- 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

BOARD MEETINGS

- Board Meetings should have the following:
- Board meetings- Must have 50% +1 to vote
- Should only have Officers, Principal, and Chair positions present (can have a courtesy seat)
- Everyone gets a vote
- Presidents ask for motion (not members)
- All Board Meetings can be done virtually or in person
- Much of your planning should be done in board meetings and committees
- Have Minutes taken and a Treasurer Report

GENERAL MEETINGS

- General Meetings should have:
- General Meetings must have 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 Audit Committee 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)
- All General Meetings can be done Virtually or in-person (based upon new bylaws)