

PTA BOARD-ELECT ACTIVITIES

PTA bylaws provide that, following election of officers, the board-elect may meet to begin making plans for the next term.

Activities of the board-elect may include:

- **Register president-elect** and other delegates to attend the California State PTA Convention.
- **Fill vacancies** in office.
- **Determine PTA materials** needed for officers/chairmen. Consider ordering extra subscriptions and publications.
- **Distribute copies** of bylaws and job descriptions.
- **Ratify appointments** and begin goal setting and planning.
- **Set goals** and plan activities to implement those goals.
- **Prepare** a master calendar for PTA events and programs. Be aware of school district calendar and special holidays.
- **Appoint** budget committee.
- **Set appointments** to meet with current board members. Review evaluations of current term activities. Arrange for transfer of materials.
- **Set time** to meet with site administrator.
- **Schedule** an installation of officers.
- **Order** membership envelopes.
- **Provide assistance**, if needed, to have audit conducted.
- **Provide** council/district PTA with roster of new board members by the directory deadline.

