

Leadership by the dozen

1. Have a membership drive. Increasing parent participation is one of the primary goals of PTA. Keep an up-to-date membership list.
2. Submit dues, insurance payment, workers' compensation form, annual report of volunteer hours and new officer list to council PTA by the due dates.
3. Have at least three officers – president, treasurer and secretary.
4. Have at least three general meetings per year: September – approve the budget and accept the year-end audit; January – elect nominating committee and accept the mid-year audit; March – elect officers.
5. Have a budget approved by the membership at the first meeting. Only spend money (any and all money) as approved by the membership at a general meeting and properly recorded in minutes of the PTA.
6. Have two valid signatures on all checks and have receipts for EVERY payment of any kind. Never pay bills or reimburse with cash.
7. Only undertake activities as approved by the membership at a general meeting and properly recorded in minutes of the PTA.
8. Follow PTA insurance guidelines for appropriate PTA activities (summarized in the red/yellow/green light section of the Insurance Loss and Prevention Guide).
9. Review the bylaws at least once per year. Revise the bylaws at least every third year.
10. Perform audits twice a year, January and July, or according to the bylaws, or when an financial officer resigns; submit tax forms, audits and the annual financial report when required.
11. Attend council PTA meetings – the council is there to assist you.
12. Work together - parents, principals, teachers, staff and students are all one team!

