

## *PTA term-end checklist*

Each PTA board should evaluate the term's work and prepare recommendations for the next term. Some questions to ask include the following:



### *Projects and programs:*

- Did the PTA achieve the goals set at the beginning of the term? If not, what needs to be done?
- Did the officers and chairmen know what was expected of them?
- Were efforts made to include more members in planning and working toward achieving those goals?

### *Membership:*

- Did the PTA membership increase this term?
- Was an effort made to include more new members?
- Were telephone calls and e-mails from members answered promptly?
- Were the association meetings well-attended?
- Was the membership included in the decision-making process of the association?
- Was the membership kept informed of PTA events and programs?

### *Training:*

- Were the officers and chairmen notified of training opportunities?
- Did officers and chairmen take advantage of training opportunities?
- Was the association represented at council/district PTA meetings and the California State PTA Convention?
- Were PTA resources and newsletters shared?