

Wednesday, May 22, 2019 – Patterson Mill MS/HS Media Center

Build PTA Success Through Leadership and Teamwork

- 5:50 PM Registration & Networking Dinner
6:20 PM Council PTA General Membership Meeting
6:50 PM Workshop Session I (pick one)
- President/Vice President
 - Treasurer
 - Secretary
 - Effective Management for Experienced Officers
- 7:50 PM Break
8:00 PM Workshop Session II (pick one)
- MDPTA Financial Module (required for Treasurer + one other Board member)
 - ABCs of Boards
 - Best Practices and Roundtable Discussion for Experienced Officers
- 9:10 PM Closing Question and Answer Session



Registration Form

May 22: PTA Leadership Training. (RSVP by May 17)

PTA: _____ Phone: _____

Name: _____ Position: _____

Email address: _____

Workshops (check one for each session):

SESSION I

- President/Vice President
- Treasurer
- Secretary
- Effective Management

SESSION II

- MDPTA Financial Module
- ABCs of Boards
- Best Practices/Roundtable

Training/Dinner Cost: \$5.00 members \$15.00 non-members

If making payment with one check for multiple registrations, please attach separate forms for each registrant.

Please fill out the registration form and mail with check to "HCCPTA" or email the above information to Sandra Monaco at: 1vp@hccpta.org (you can then pay at the door)

HCCPTA, PO Box 435, Bel Air, MD 21014

WORKSHOP DESCRIPTIONS:

SESSION I:

PRESIDENT/VICE PRESIDENT: What you should expect and how to successfully plan for the year and lead your organization.

TREASURER: Dos and don'ts of PTA finances. Budgets, Reports, and Taxes.

SECRETARY: Record keeping, minutes, motions, and members.

EFFECTIVE MANAGEMENT FOR EXPERIENCED OFFICERS: How to keep your meetings, committees and communication running smoothly and efficiently. How to add/enhance advocacy in your unit.

SESSION II:

MDPTA REQUIRED FINANCIAL MODULE: We will cover the required material set forth by the MDPTA bylaws. (The treasurer and one other PTA/PTSA board member must complete training to satisfy the requirement.)

ABCs of BOARDS: We will cover how to create a successful Board of Directors and review the requirements for PTA Boards.

BEST PRACTICES/ROUNDTABLE DISCUSSION FOR EXPERIENCED OFFICERS: We will discuss your questions, concerns and issues and share best practices and policies so that everyone feels empowered for the upcoming new school year. (Feel free to message: 1vp@hccpta.org with topics you would like to have included in the discussion.)

