

Montgomery County Council of Parent-Teacher Associations

MCCPTA

everychild.onevoice.

Leading the Local PTA

(Role of the PTA President)

MCCPTA Leadership Training

Prepared by Frances Frost, MCCPTA Training Chairman,
Past President

Purpose of PTA

- * To make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

National PTA – www.pta.org

PTA History

1897: Alice McLellan Birney and Phoebe Apperson Hearst founded the organization as the National Congress of Mothers.



1926: National Congress of Colored Parents and Teachers (NCCPT) founded by Selena Sloan Butler in Atlanta, Ga.



PTA Values

Collaboration

Commitment

Diversity

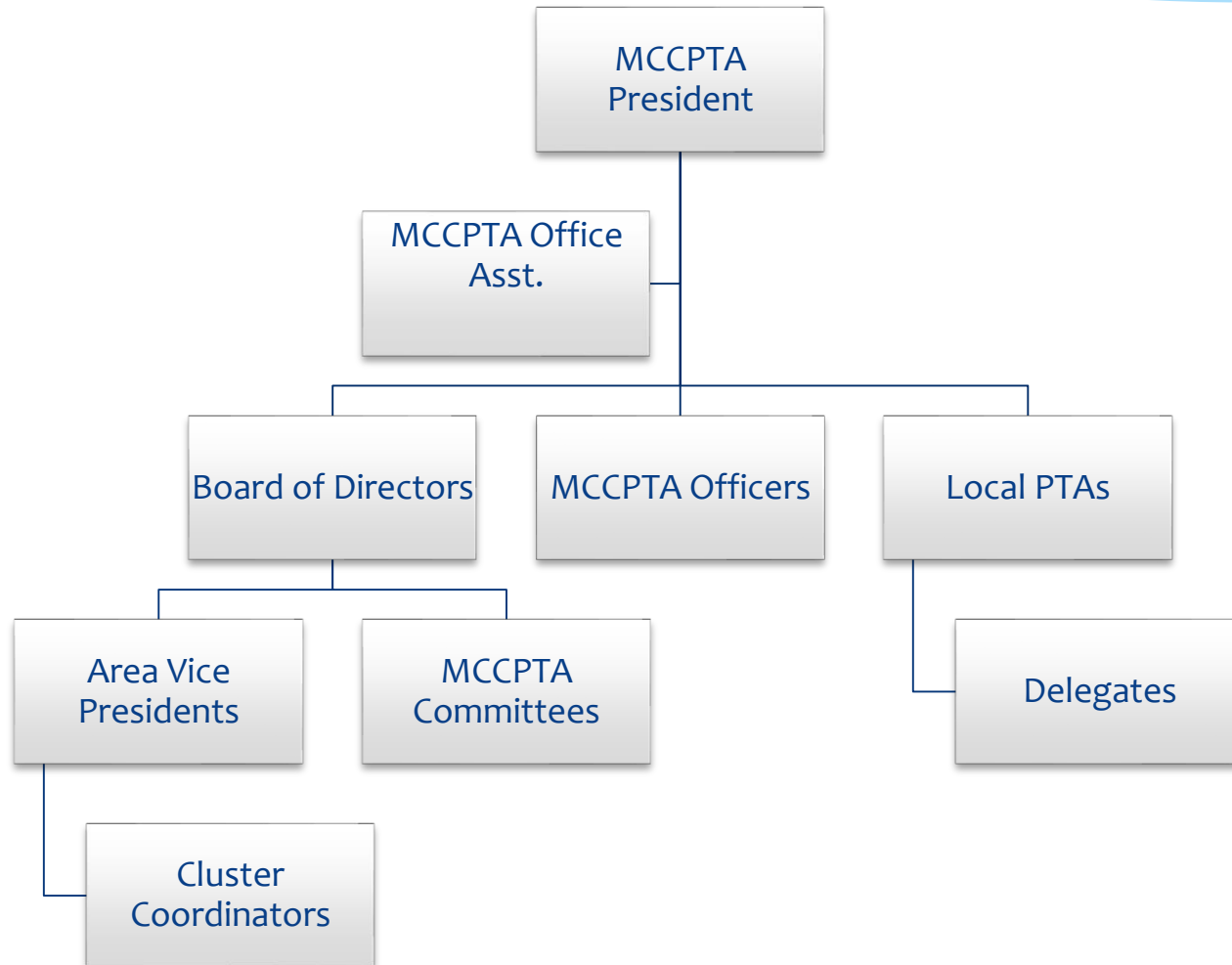
Respect

Accountability

PTA is a non-profit organization

- * PTA is an ADVOCACY organization
- * Support educational issues for all students in your school
- * Fundraising is not the primary purpose of PTA
- * PTA is non-partisan and cannot endorse any candidate in any public election (local, state, national)

MCCPTA Organization



MCCPTA & Your PTA

- * MCCPTA incorporates all 193 PTAs of Montgomery County
- * Advocates on behalf of and coordinates efforts of local units on county-wide issues
- * Funded by dues- - \$1/member from each local unit
- * Provides support to local units through Cluster Coordinators, AVPs, Committees, Officers
- * Represents local units in Maryland PTA

Role of President

- * Provide leadership to the PTA unit, including its administrative, financial and programmatic functions
- * Make all parents feel welcome and a part of the PTA
- * Preside at all meetings of the PTA
- * Represent the PTA

Role of President

- * Keep PTA in Good Standing According to SoCA Requirements
- * Know PTA's Bylaws
- * Coordinate the work of all Officers and Committees
- * Maintain good relationship with Principal, Asst. Principal and school staff
- * Inspire new leaders in the PTA

Duties of Board Member

- * Duty of care
 - * Level of competence expected of board members
 - * Exercise care when making decisions as a steward of the organization
- * Duty of loyalty
 - * Demonstrate undivided allegiance when making decisions affecting the organization
 - * Act in the best interest of the organization
- * Duty of obedience
 - * Be faithful to the organization's mission

Standards of Continuing Affiliation

- * <http://www.mccpta.org/soca-compliance---guidebooks.html>
- * Bylaws (updated every 3 years)
- * Membership Dues (minimum 25)
- * IRS obligations
- * Charity filings (State of Maryland)
- * Insurance payment (Knight Insurance Services)
- * Financial reporting, audits
- * Officer information (MD PTA)

Bylaws

- * READ your Bylaws. KNOW your Bylaws.
- * When in doubt, refer to Roberts Rules of Order
- * Each PTA must update their Bylaws every three years
 - * Consider questions, concerns, situations that have come up that may suggest a need to change Bylaws
 - * Membership must approve bylaws, even if there are no changes
 - * Submit signed original to MD PTA, keep a copy in local files



The “PTA Mom”

How does your PTA go beyond the stereo-type and welcome all parents into your PTA?

Membership

- * Invite ALL parents, school staff to join PTA
- * Community residents and businesses may support PTA
 - * Members
 - * Business sponsors
- * Dues are for *each, individual* member: \$1 – MCCPTA, \$4.25 – MD PTA, National PTA
- * Establish parent community/affinity groups for parents with needs which may differ from general population
 - * Cultural, special education, language

Welcome all Families in PTA

- * Do all families feel welcome in your PTA?
- * Does your membership reflect your school demographics?
- * Does your PTA leadership reflect your school demographics?
- * Do the programs & activities address the needs & interests of children and their families in your school?
- * Have you thought about how to make your PTA more inclusive?

Parent Community/Affinity Groups

- * Establish small parent groups for those who may have a specific set of needs in order to support their child or are addressing issues that are not the “norm”
- * Operate as any other PTA committee – meeting times, budget, leader, PTA membership
- * Select liaison to communicate with PTA Executive Board and General Body
- * Bring issues to General Body for consideration when needed/requested

Relationship with Principal(s)

- * Develop a positive partnership
- * Invite as your guest to MCCPTA events, celebrations
- * Establish relationship with school Secretaries, Guidance Counselors

Role as Presiding Officer

- * Be welcoming to all members
- * Run an effective meeting
- * Know your bylaws, Parliamentary Procedures
 - * You may appoint a Parliamentarian
- * Remain neutral during debates
- * Do not vote on motions, except to break a tie



Meeting Agendas

- * Officer Reports
 - * Significant activities of each Officer
 - * Treasurer provides a financial report each time the body meets
- * Committee Reports for upcoming activities
- * Delegates' Report of updates from MCCPTA Delegates' Assembly and other county-wide information
- * Announcements

PTA General Meetings

- * MCCPTA PTA Meetings
 - * 1st Tuesday - Elementary
 - * 2nd Tuesday - Middle School
 - * 3rd Tuesday - High School
 - * 4th Tuesday - MCCPTA Presents! & Delegates Assembly
- * Plan educational & advocacy topics of parental interest in conjunction with General Meeting
- * Consider needs of your PTA – meeting time, place, childcare, translators

Board of Directors

- * Provides leadership to the PTA
- * Establishes goals, plans, calendar, budget, committee workplans, and bylaws recommendations for membership approval
- * Usually includes: Elected officers, MCCPTA delegates, Committee chairmen, Principal, in PTSAs, student representatives
- * Conducts meetings separate from General Meetings



Use Committees Effectively

- * Committees do the work of the PTA
 - * Make plans and set budget for the committee
 - * Decide details about a particular activity
- * Committee Chairs and members should be PTA members
- * Select/appoint Chairs, per Bylaws
- * Some committees correspond to MCCPTA Committees; refer to them for support

Record-Keeping

- * Minutes – a record of actions in a meeting
- * Financial information – budget, receipts, bank statements, checks, bills
- * Financial audit completed annually
- * Membership Reports
- * PTA Activities & Accomplishments

Fraud Prevention Measures

- * Monthly Treasurer's Reports show activity since last report and comparison to budget
- * Bank statements received by President, delivered to Treasurer
- * Monthly bank reconciliation, non-signatory officer to compare to treasurer's report
- * No blank checks
- * No checks written to CASH
- * Make all payments by CHECK.

Information to Keep Handy

- * Local PTA documents
 - * Bylaws
 - * PTA Roster of Officers, Board of Director & Membership Directory
 - * Budget
 - * Meeting schedule, school calendar
 - * Procedure book including the PTA's goals, plan of work, and reports from predecessor
- * Robert's Rules of Order, Newly Revised
- * MCCPTA documents
 - * Blue Book – Bylaws, Directory
 - * Suggested Timeline for PTA Leaders
 - * Guidebook(s) appropriate to position

Stay Connected with PTA

- * MCCPTA
 - * eLists – President, Treasurer, Delegates, certain committees
 - * Website: www.mccpta.org
 - * Social Media
 - * Twitter @MCC_PTA
 - * Facebook: MCCPTA
 - * Pinterest: MD-MCCPTA
- * Maryland PTA - www.mdpta.org
- * National PTA - www.pta.org