



PROGRAMS

The programs chair's responsibility primarily focuses on organizing and presenting programs to empower, educate, and engage parents. In addition, their role focuses on the interaction between parents, teachers, administrators, students, and community members to inspire and support a sense of school community.

TOP THINGS TO KNOW FOR THIS POSITION

1. Identify needs and goals - survey parents and staff to gauge what is needed and desired for programming.
2. Explore the possibilities and define the scope of your program (A free library of programs is available at txpta.org/connect-programs.); consider available resources and determine whether it is a single event or year-round, grade-level, school-wide, or community program.
3. Work with your school community to determine the best format for each program and consider the community's needs beyond the topic at hand.
4. Develop a plan of work along with an appropriate budget. Ensure that your president and principal are aligned with your goals.
5. Use your committees!
6. Use all communication avenues available to publicize all of your PTA programs.
7. Remember, there is no program without an audience! Treat them well and encourage them to provide feedback.
8. The success of the next program is dependent on the results of the current one. Incorporate any feedback and share results when applicable.

KEY TRAINING

- ☐ **FOUNDATIONS Essentials:** An introductory course for new PTA leaders which is required once in their PTA service.
- ☐ **Basics Boardsmanship:** Required online course for all executive board members.
- ☐ **Basics Programs:** Required online course for program chairs

Additional Specific Program-focused materials:

- ☐ **Basics Healthy Lifestyles Quick Start Guide, Resource Guide & Online Course**
- ☐ **Basics Arts in Education Quick Start Guide, Resource Guide & Online Course**

IMPORTANT DATES AND DEADLINES

- **August:** Join your Local PTA. Develop a plan of work and submit it to the executive board for approval. Sign the Confidentiality, Ethics, and Conflict of Interest Agreement and submit it to the secretary.
- **By October 31:** Ensure your Local PTA is considered active to participate in the **Reflections program**.
- **Every Month:** Schedule programs to engage and educate your students and families.
- **March/April:** Evaluate the program's budget for next year and the proposed budget to allow programs to be a priority in the coming year.
- **May/June:** Meet with PTA President, Principal, and/or Counselor to determine program wants and needs for the next school year.
- **July:** Schedule any programs that may be popular and harder to bring to your campus. Attend the Texas PTA LAUNCH convention.

KEEPING RECORDS AND PREPARING FOR SUCCESSION

Keep a record of programs held, applicable survey results, and receipts for cost evaluation and budgeting for future programs.

Questions? For more resources, visit txpta.org/programs; email vppr@txpta.org; or contact your Council PTA, Field Service Representative, or the Texas PTA Office at 1-800-TALK-PTA.

Quick Start Guide

The Basics materials provide essential training for many PTA positions. This guide is just the beginning!

ABOUT PTA

The mission of PTA is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

What this means: We engage, empower, and advocate to achieve our vision—every child's potential is a reality. Our mission statement guides us and should drive any significant decision. The funds we raise are used to support our mission.

WHAT IS PTA?

PTA is a 501c3, member-based association that advocates for the best interest of ALL children in many areas. It is self-governing and non-partisan. PTA advocates for or against issues but does not endorse any candidate or political party.

What this means: You are a member of a nonprofit executive board and therefore have certain legal responsibilities. Executive board members have three fundamental fiduciary duties: the duty of care, duty of loyalty, and duty of obedience. Executive board members act as trustees of the PTA's assets and must exercise due diligence to oversee that the PTA is well-managed and that its financial situation remains sound. The executive board verifies that all filing requirements and tax obligations are completed.

OUR PURPOSE

- Welcoming families into the school community
- Communicating effectively
- Supporting student success
- Speaking up for every child
- Sharing power
- Collaborating with communities

PTA STRUCTURE

Members
Local PTA (campus level)
Council PTA (district or community)
Texas PTA
National PTA

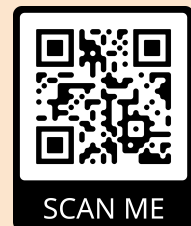
FINANCE

The Life Cycle of A Budget

- Elected/appointed executive board members create plans of work which include a budget detailing project-related expenses.
- PTA happens, and expenses occur.
- The executive board approves the plans of work, and the membership votes to adopt the budget plan. Financial reports are presented at each regular executive board and membership meeting. Financial reconciliation happens at the end of the year, and the membership receives the report at the first meeting of the next school year.

TRAINING

Scan the code or visit txpta.org/pta-training to learn more.



SCAN ME

GETTING STARTED

As a leader in PTA, there are a few things you need to do to start the year.

ONE	TWO	THREE	FOUR
First, join your local PTA! All executive board members must be PTA members.	Next, register with Texas PTA at txpta.org/register-as-a-board-member .	Your local PTA secretary asks all executive board members to sign a Confidentiality, Ethics, and Conflict of Interest Agreement.	Your local PTA president asks all executive board members to create a plan of work, which begins the annual budget process.