

SECRETARY

2023-2024

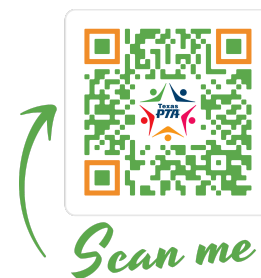
RESOURCE GUIDE



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Easy access to all of the live links in the Resource Guide are available at a scan of the QR code.



About PTA

VISION Every child's potential is a reality.

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

PURPOSES

- To promote the welfare of children and youth in home, school, places of worship, and throughout the community.
- To raise the standards of home life.
- To advocate for laws that further the education, physical and mental health, welfare, and safety of children and youth.
- To promote the collaboration and engagement of families and educators in the education of children and youth.
- To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth.
- To advocate for fiscal responsibility regarding public tax dollars in public education funding.

VALUES

- **Collaboration:** We will partner with a wide array of individuals and organizations to broaden and enhance our ability to serve and advocate for all children and families.
- **Commitment:** We are dedicated to children's educational success, health, and well-being through strong family and community engagement, while remaining accountable to the principles upon which our association was founded.
- **Diversity:** We acknowledge the potential of everyone, without regard, including but not limited to: age, culture, economic status, educational background, ethnicity, gender, geographic location, legal status, marital status, mental ability, national origin, organizational position, parental status, physical ability, political philosophy, race, religion, sexual orientation, and work experience.
- **Respect:** We value the individual contributions of members, employees, volunteers, and partners as we work collaboratively to achieve our association's goals.
- **Accountability:** All members, employees, volunteers, and partners have a shared responsibility to align their efforts toward achieving our association's strategic initiatives.

PTA NATIONAL STANDARDS FOR FAMILY-SCHOOL PARTNERSHIPS

- Standard 1: **Welcome All Families** The school treats families as valued partners in their child's education and facilitates a sense of belonging in the school community.
- Standard 2: **Communicate Effectively** The school supports staff to engage in proactive, timely, and two-way communication so that all families can easily understand and contribute to their child's educational experience.
- Standard 3: **Support Student Success** The school builds the capacity of families and educators to continuously collaborate to support students' academic, social, and emotional learning.
- Standard 4: **Speak Up for Every Child** The school affirms family and student expertise and advocacy so that all students are treated fairly and have access to relationships and opportunities that will support their success.
- Standard 5: **Share Power** The school partners with families in decisions that affect children and families and together—as a team—inform, influence, and create policies, practices, and programs.
- Standard 6: **Collaborate with Community** The school collaborates with community organizations and members to connect students, families, and staff to expanded learning opportunities, community services, and civic participation.



Leadership Competencies

Skills and Abilities Demonstrated by Effective Leaders

Successful leaders are effective leaders. Think of some of the most effective PTA leaders you have worked with. They fill their PTA role well, but their leadership capacity goes beyond that. They have skills and abilities that allow them to step into various roles. They see the value people have to offer and seek their involvement. They provide a clear purpose that others want to follow. They lead with integrity and strive to improve continually.

Texas PTA has identified a set of competencies that effective leaders demonstrate. Current and potential leaders can use these skills and abilities to improve their leadership. Local or Council PTA nominating committees can use them to recruit, nominate, and elect effective leaders. The competencies also drive our Full Circle Leadership Development program.

This list is by no means exhaustive. Rather, it is representative of the qualities PTA leaders demonstrate in the work they do to make every child's potential a reality.

Competencies	Descriptions
<i>Integral to All Categories</i>	
Communications	Listens actively and conveys information clearly, concisely, and accurately in both writing and speech
<i>Adaptive</i>	
Creativity	Sees and thinks of new ideas, alternatives, and ways to do things
Continuous Learning	Pursues the development of skills and knowledge
<i>Forward-Thinking</i>	
Critical Thinking	Obtains all relevant information, identifies problems and causes, evaluates information, and determines criteria that indicate solutions
Motivation	Demonstrates and promotes interest and enthusiasm
Vision	Demonstrates a clear understanding of the future and how to get there
<i>Interpersonal</i>	
Collaboration	Works as a team to achieve a common purpose, putting service before self
Initiative	Steps up unprompted and goes above and beyond with excellence
Relationship Building	Develops trust and mutual respect, and values diversity
<i>Intrapersonal</i>	
Empathy	Expresses verbal and nonverbal recognition of feelings, needs, and concern for others
Integrity	Does the right thing when no one is watching
Self-Awareness	Assesses their own strengths and weaknesses
<i>Technical</i>	
Delegation	Shares responsibilities, including guidance and follow up
Time & Resource Management	Effectively prioritizes and manages the resources to accomplish the goals of the group or project



Texas PTA Diversity, Equity, and Inclusion Policy

This Policy has been developed by the Texas PTA Diversity, Equity, and Inclusion Task Force, adopted by the Texas PTA Board of Directors (“Board”), and is intended to be consistent with the National PTA’s Diversity, Equity, and Inclusion Policy. This policy is also designed to further the commitment of Texas PTA to diversity, equity, and inclusion: To continually be a voice for all children by reflecting diversity and inclusivity in our membership, leadership, program content, advocacy, training, partnerships, and communications.

We acknowledge the potential of everyone without regard, including but not limited to: age, culture, economic status, educational background, ethnicity, gender, geographic location, legal status, marital status, mental ability, national origin, organizational position, parental status, physical ability, political philosophy, race, religion, sexual orientation, and work experience.

Effective Date: This policy was amended as of May 23, 2023, shall be reviewed by the Board every two years, and shall remain in effect until amended or replaced in its entirety as a result of action by the Board.

Scope: This policy shall guide Texas PTA, its Board, all constituent divisions (Local PTAs and other divisions, including Council PTAs), and their respective members.

Definitions: For the purpose of this policy:

- *Diversity* is the representation of and respect for people from different backgrounds and identities—including but not limited to race, ethnicity, culture, religion, socioeconomic status, age, geographic area, sexual orientation, gender identification, language, approaches to learning, diagnoses, or exceptionalities impacting learning or access to learning, and physical appearance. It also involves bringing different ideas, perspectives, lived experiences, talents, values, and worldviews to represent the wide variety of children, caregivers, educators, and communities within the PTA family.
- *Equity* provides fairness and access to resources, opportunities, and outcomes so that all communities are provided with what they need to be engaged and successful. This moves beyond an “equal across the board” approach to include the following:
 - a) Recognize and address bias and privilege.
 - b) Understanding and attending to specific individual and community needs, providing additional resources to those with greater needs.
- *Inclusion* is actions, behaviors, and social norms that strive to ensure all people feel safe, welcomed, and accepted. This means putting diversity into action with skill and intentionality, striving to ensure everyone feels respected, supported, and valued—and can fully participate with an equal voice and a right to be heard. This includes actively seeking out voices that have been traditionally underrepresented and/or marginalized.

Policy: Texas PTA, its Board, and its constituent divisions (Local PTAs and other divisions, including Council PTAs) shall:

- Promote and encourage awareness, inclusion, and engagement of all diverse populations represented in the community.
- Openly assess beliefs and practices to ensure inclusiveness and equity and to guard against discrimination.
- Strive to ensure that the membership, leadership, programs, partnerships, and published materials reflect the diversity of their communities.
- Facilitate communication with families in their communities in languages they understand to the extent possible.
- Identify and address barriers that hinder inclusivity.
- Foster programs and practices that eliminate bias, prejudice, and misunderstanding.
- Advocate for funding, laws, and regulations that support programs, policies, and services that meet the health, safety, and educational needs of all student populations in Texas public schools.
- Provide resources and training that develop a more diverse and inclusive group of members, leaders, and community.

Texas PTA first adopted a Cultural Diversity and Inclusion policy on July 26, 2012.

Standards of Continuing Affiliation



Each membership year, Local PTAs must meet **both** of the following requirements to attain Active Status with Texas PTA. The membership year begins on August 1.

1. Remit to Texas PTA state and national membership dues for at least 20 members.
2. Submit to Texas PTA the name and contact information (mailing address, phone number, and email address) of at least one current executive board member, preferably the president.

Local PTAs must comply with **all** of the following standards to remain in Good Standing with Texas PTA. Local PTAs that do not maintain Good Standing will be subject to a Local PTA Retention Plan as described below.

1. Maintain Active Status with Texas PTA.¹ (see requirements above)
2. Report all additional members and remit state/national dues to Texas PTA each year.
3. Submit to Texas PTA the name and contact information for all additional executive board members within 15 days of election or appointment.²
4. Review Local PTA bylaws (and standing rules, if applicable) every three years and submit to Texas PTA for approval.³
5. Each year, within 60 days of fiscal year-end, electronically file and have accepted by the IRS the appropriate "Form 990 Return of Organization Exempt from Income Tax".

Local PTA Retention Plan (initiated when a Local PTA does not maintain Good Standing)

Notification: Texas PTA will notify the PTA of the actions required to attain Good Standing. The PTA will have 30 days from the date of the notification to meet all Good Standing requirements to avoid moving into the Restriction Phase.*

Restriction: While in the Restriction Phase, the PTA is not eligible for awards, programs, or grants administered by Texas PTA or National PTA. The PTA will have 30 days to meet all Good Standing requirements to avoid moving into the Restructure Phase.

Restructure: For PTAs that do not attain Good Standing following the Notification and Restriction Phases, Texas PTA may begin the process of restructuring the leadership of the PTA or revoking the PTA's charter. A PTA that signs an Action Plan may temporarily move into Intervention, giving them time to resolve any outstanding issues. The PTA will continue to be ineligible for awards, programs, and grants administered by Texas PTA and National PTA until Good Standing is achieved.

Intervention: Once in the Intervention Phase, Texas PTA will assign a support team to assist the PTA. If all Action Plan requirements are not resolved by the agreed-upon date, the PTA will be moved back into Restructure. **With cause, Texas PTA may place a Local PTA that has not met all Good Standing Requirements into the Intervention Phase early.*

1. *Active Status is used to determine eligibility in many Texas PTA programs and services. Please reference specific program eligibility requirements to ensure your PTAs participation.*
2. *PTAs submit executive board member information to Texas PTA electronically via the Texas PTA website.*
3. *Bylaws are submitted via the Bylaws Submission Form found on the Texas PTA website.*
4. *Proof of filing and acceptance is the Exempt Organization Business Master File issued regularly by the IRS.*

The Importance of the Secretary

The secretary is a critical position on the PTA executive board and one of only two positions that are required by law as a nonprofit organization in Texas. The secretary is responsible for keeping accurate records of the proceedings of the PTA, completing records of members and leaders, and sending communications on behalf of the executive board. Never say, "I'm just the secretary!"

An effective secretary should be prompt, accurate, dependable, and thoroughly know the PTA purposes, bylaws, standing rules, policies, and methods. This guide will familiarize you with the responsibilities required and opportunities to be an effective secretary.

Getting Started

- Register as a PTA Leader by using the [Executive Board Registration form](#).
- Work with the outgoing secretary to review your responsibilities and become familiar with your Local PTA's practices.
- Develop a plan of work and submit it to the executive board for approval.
- Guide incoming executive board members on effective strategies for your PTA.
- Sign the Texas PTA Confidentiality, Ethics, and Conflict of Interest Agreement.
- Ensure all members of the executive board have completed the following tasks:
 - Completed FOUNDATIONS training (Essentials and Basics)
 - Signed the Texas PTA Confidentiality, Ethics, and Conflict of Interest Agreement.
- Confirm the executive board has reviewed the Texas PTA Records Retention Policy annually. Only the Storage Location (e.g., Google Drive, binder in PTA closet) may be changed by a majority vote of membership present and voting at a regular meeting. If you are a new PTA, confirm the executive board has completed the Records Retention Policy and that the policy is adopted by a majority vote of the membership present and voting at a regular PTA meeting.

Duties at a Glance

The PTA secretary is responsible for keeping accurate records of the proceedings of the PTA, maintaining required PTA documents, and sending communications on behalf of the executive board.

- Ensure your PTA meets all requirements of the Standards of Continuing Affiliation.
- Keep on permanent file the PTA Employer Identification Number (EIN), as assigned by the IRS, and the sales tax permit, if applicable, as assigned by the Texas Comptroller.
- Maintain records in compliance with the PTA's records retention policy.
- Access the Texas PTA [Training Completion Report](#) to ensure that all officers and board members have completed each year's appropriate training.
- Participate with the full rights of an executive board member, make motions, nominate candidates, enter into discussion, and vote.
- If asked by the president, prepare an order of business on all pending matters known in advance.
- Record in the minutes all business transacted at each meeting of the membership and executive board.
- Sit close to the president and stand if reading the minutes or when making the executive board report.
- Assist the president in establishing a quorum and maintaining a roll call record. At executive board meetings, the general roll call method is by voice. The general method is to have the members sign in or use membership/credential cards at membership meetings.
- Assist in counting a standing vote when requested by the president.
- Call the meeting to order in the absence of the president and vice presidents and preside until the membership elects a temporary presiding chair.
- Prepare a draft of the minutes of each meeting within two to five days after the meeting and distribute it for review.
- Assume the historian's duties if one is not designated in the bylaws.
 - Collect and preserve documents relating to the history of the PTA.
 - Present a written report to the membership as the official history adopted at the annual meeting.
- Provide successors with all minutes, records, reports, procedure book, and other pertinent materials.
- Study all references to duties in the PTA bylaws, policies, and standing rules.

Required Monthly Duties

- Notify executive board members, as requested, by telephone, email, or mail, of called meetings.
- Present a report, when requested, of the executive board meeting, its actions, and recommendations, at the next meeting. When recommendations are contained in the report, move the adoption of each recommendation.
- Coordinate with the membership chair to report members/dues to Texas PTA.
- Check the [Local PTA Roster](#) to confirm that your PTA is in Good Standing. If not, follow up on what's missing.

Keeping Records

Compiling and maintaining a complete record of your activities can help the PTA Leaders who follow behind you. Passing important information to your successor gives them what they need to get started. A PTA should follow its records retention policy to be sure they are properly storing the records they need to maintain regulatory compliance.

How to Compile Your Records

Ask yourself, "If I knew nothing about the job, could I do it with this information?" Depending on your position, you may need hard copy materials at your fingertips. If so, use a loose-leaf folder or binder with tabbed dividers. Other positions could easily keep their records electronically via cloud-based storage or on a USB drive.

Suggested Content

Bylaws/Standing Rules

- A current, date-stamped copy of the PTA Bylaws and Standing Rules. Each year (after August 1), any registered executive board member can download a copy of your PTA's bylaws and standing rules from Texas PTA. They should be distributed to all executive board members and reviewed annually. Visit www.txpta.org/bylaws for the request form and more information.

Rosters

- Current roster of executive board members, with their contact information
- Contact information for your Texas PTA Field Service Representative, Council of PTAs (if applicable), Texas PTA Board of Directors with comparable responsibilities, and the Texas PTA State Office
- Resources, related agencies, and organizations in the community relevant to your position

Items Related To Your Position (As Applicable)

- Description and responsibilities of your position
- Current Texas PTA FOUNDATIONS Basics Resource Guide(s)
- Plan of work approved by the executive board
- Reports prepared for meetings (executive board, membership, and committee)
- Financial records, including approved budgets, detailed reports with copies of funds request forms with receipts, and copies of all deposit forms that you have signed
- Promotional material, newsletter articles, evaluations, and so on
- Award applications submitted to Council, Texas, or National PTA
- Summary of your term, including recommendations for the following year

PTA Meetings

- Agendas and approved minutes from each meeting
- Financial reports
- Relevant committee reports
- Information on upcoming events and programs sponsored by PTA at all levels
- Record of volunteer hours to be reported to the volunteer coordinator (if applicable)



Sample Plan of Work

Muestra Plan de Trabajo

Executive Board Member Name: (Nombre del Miembro de la Mesa Directiva)			
Position: (Posición)	Secretary	Year: (Año)	

Reproduce as needed for the appropriate number of goals.
 (Reproducir según sea necesario para el número apropiado de metas)

Responsibilities / Duties: (Responsabilidades/Obligaciones)	To manage and keep the records of local PTA business, conduct and maintain correspondence, and be the custodian of the historical records of the PTA.	Committee Members: (Miembros del Comité)	Minutes Committee, only if appointed by the president to review the minutes of the executive board and/or membership meetings.
Goal: (Meta)	To record, maintain, and keep an accurate record of the PTA's executive board and membership meetings.	Evaluation Process: (Proceso de Evaluación)	Approved minutes by the committee, executive board, and membership.

Specific Action Steps (Pasos de Acción Específico)	Start Date (Fecha de Inicio)	Completion Date (Fecha de Terminación)	Budget (Presupuesto)
Keep all minutes, reports, records, governing documents, policies, and a procedure book per the records retention policy.	July	July	\$10
Collect, maintain, and preserve the historical records/files of the organization by assuming the duties of the historian <i>(if there is not one)</i> .	July	July	\$10
Assist the president and/or executive board as they prepare for meetings (send meeting announcements, help develop agendas, and so on).	July	July	\$10
Act as a corresponding secretary (read communications, write thank you notes, sympathy/sunshine notes, and so on).	July	July	\$10

Resources: (Recursos)	Council secretary and executive board, Texas PTA Field Service Representative, Texas PTA Secretary, Texas PTA Secretary Resource Guide and website, Texas PTA Parliamentarian Resource Guide, Records Retention Policy, National PTA website (e-learning)
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Historian

The position of a historian is optional. If the PTA does not have a historian, these duties are the secretary's responsibility. Check your PTA bylaws to determine if your PTA has a historian.

The PTA may have a tradition that a history book or scrapbook be compiled. This book includes all activities sponsored by the PTA and the Historian Report. The book should be located in the school library or office. In this case, the historian is usually a designated position, and the book is not the secretary's responsibility.

Responsibilities and Objectives

The historian prepares and updates a record of the activities and achievements of the PTA and makes historical facts available on request to the membership.

The historian's formal written report is the official history, presented and adopted at the annual membership meeting and filed with the minutes. It summarizes all of the PTA's activities for that fiscal year.

Historian Report includes

- a list of the executive board members and when they were elected or appointed;
- all executive board and membership meeting dates, along with any major business conducted by the executive board and presented to the membership;
- the programs and activities hosted by the PTA during the year, including a brief description of each; and
- training or other events or activities that executive board members attended.

Note: This report should be broad and contain only things that would be accessible to the general public.

Sample Agenda

ABC PTA

Location of meeting

Type of meeting

September 1, 20XX

Call to Order

The president, as the presiding chair, stands, raps the gavel once, and calls the meeting to order. The president declares whether or not a quorum is present so the members are aware. The secretary notes the fact in the minutes.

If the secretary and/or parliamentarian are not present, the presiding chair appoints members to perform those responsibilities for the meeting.

Opening Ceremonies (Optional)

An invocation, pledges to the flags, or a poem, song, or inspirational message may be presented. If more than one of these is used, use the rule of "God before country" to determine the order.

Approval of Minutes

The presiding chair recognizes the secretary for the approval of the minutes.

The secretary stands and performs one of the following tasks:

- reads the minutes;
- announces that the minutes draft has been distributed; or
- announces that the minutes were approved by a committee.

The presiding chair can either accept a motion to approve the minutes (presented or amended) or use unanimous consent.

The presiding chair may allow the membership to approve the minutes at the next meeting or appoint a committee to approve the minutes for the current meeting. Committee approval is recommended when the time between meetings causes concern for accuracy (for example, the last meeting of the year).

Minutes are presented at every meeting unless they were previously approved by a committee, which is announced and noted in the current meeting minutes.

Report of Treasurer

The presiding chair recognizes the treasurer for the financial report. A financial report is mandatory and must be presented at every meeting.

The treasurer stands, addresses the presiding chair, and reads the report, which includes (at the least) the beginning balance, total income, total expenditures, ending balance, change in sales tax and state/national dues liability/escrow, and sales tax and state/national dues liability/escrow balance. The presiding chair states that the report is filed for financial reconciliation.

Letters or Communications

The secretary reads any communications received. Action is considered if required.

Report of the Executive Board

The secretary reads a summary report (not the minutes) for the information of the members. If recommendations are presented, the secretary moves the adoption of each recommendation individually in the form of a motion (no second required).

Sample Report:

Since our last membership meeting on _____, we have held the following events/programs (list events or programs such as connect programs, science night, literacy week, and Reflections). The clothes closet continues to run with the assistance of volunteers and donations, we accepted Reflections entries, had them judged by _____, and advanced ___ number onto the Council level. Teachers were treated to sonic drinks by our hospitality committee. We have held 2 executive board meetings with quorum to prepare for this membership/delegate meeting. Sales tax was filed. Our president attended/spoke at a school board meeting.

Reports of Officers and Standing Committees

The presiding chair calls for the committee's report (not the committee chair's report).

A report from a committee may be informational or require action, as determined by a majority vote of the committee. Reports with information only are read to the voting body. Reports that require action are presented as a motion to the membership (no second required), and the members either vote to approve—as presented or amended—or vote to reject.

The member presenting the report (usually the committee chair) moves the adoption of the motion. If no recommendation is made, no motion is needed.

The presiding chair need not recognize the committee chair if there is no report.

The principal will often report at this time, following the president's report.

Reports of Special Committees and/or Special Orders

The presiding chair calls for the report of the special committees if needed.

The reports of special committees follow the same rules as those of standing committees. If no special committees exist, this item of business does not appear on the agenda.

Motions made a "special order"—by a two-thirds vote at an earlier time—are addressed at this point. Also, matters required by the bylaws to be considered at a specific meeting are in order (for example, the election of the Nominating Committee, Financial Reconciliation Committee report, or the election of officers).

Note: The presiding chair may determine that this business needs to be moved higher in the agenda to maintain quorum.

Unfinished Business

The presiding chair announces (but does not call for) business under this item. Unfinished business consists of business left unfinished at the previous meeting or business postponed to this meeting (if the group meets at least quarterly). The minutes of the previous meeting will indicate any unfinished business. If there is no unfinished business, the presiding chair states, "There is no unfinished business."

New Business

The presiding chair calls for new business. Members may bring any new business before the PTA (if it is within the scope of the PTA). A motion is necessary to introduce new items of business.

Program

If there is a program within the PTA meeting, the presiding chair introduces the program/parent education chair, who will introduce the program and any program presenters.

The meeting is not turned over to the program chair, nor does the program chair turn the meeting back to the presiding chair. The presiding chair remains in control of the meeting from the call to order until adjournment.

Announcements

The presiding chair should, if possible, make all announcements, including the date of the next meeting and important events and activities.

The principal may be asked to speak at this point.

Adjournment

The presiding chair asks if there is any further business. If any additional business exists, it is handled at this time. If no further business exists, then the presiding chair declares the meeting adjourned.

No motion to adjourn is necessary.

Minutes

Minutes are not a report but a record of the PTA's business. They contain a record of what is done, not what is said. Personal opinions are not recorded. Minutes specify in the first paragraph the date, place, time, type of meeting and the names and presence of the presiding officer and secretary or names of their alternates. Accuracy is the key to good minutes.

The minutes contain a record of all actions taken by the group, including the exact wording of every motion, the name of the maker of the motion, and the action taken on the motion. Personal opinions and/or discussions are not included in the minutes.

Minutes are efficiently written – complete, concise, and accurate. They must be as brief as possible but include all necessary information. Actions must be recorded in the order in which they occurred.

Writing the Minutes

Minutes record the actions taken by the group, including:

- The exact wording of motions as stated by the presiding chair. (The presiding chair can require any main motion or amendments to the motion to be in writing before the presiding chair states it. The secretary can request the presiding chair to require that this be done.)
- The name of the member who moved the adoption of a motion, but not the name of the individual who “seconds” the motion, unless the membership orders that it also be included.
- The action taken on the motion (pass/fail).

The minutes are typed or written legibly in permanent black ink and signed by the secretary. Minutes are recorded in an official minutes record and must have numbered pages to avoid alteration or removal of pages.

Membership and executive board meetings may be recorded by one executive board member, preferably the secretary, to accurately document the business conducted during the meeting. Everyone present must be told at the start that the meeting will be recorded, and anyone may request the recording to be paused during the discussion. Additional attendees are prohibited from recording the meetings, and all recordings are to be permanently destroyed after minutes have been documented.

PTA maintains two separate minutes record books — one for the executive board and one for the membership meetings.

Minutes are read, a draft printed and distributed, or electronically distributed before the beginning of the meeting, and approved or corrected immediately after the call to order, opening ceremonies, and after a quorum has been established. Distribution can include emailing members, posting in a password-protected folder, or printing a draft to hand out. Never post minutes on a public site or social media.

If minutes are not available for approval, those minutes are approved first at the next meeting. Minutes are approved in the order that the meetings occurred.

Minutes of a membership meeting may not be approved at a special membership meeting, nor may minutes of an executive board meeting be approved at a special meeting of the executive board. There is also no financial report at special meetings of the membership or executive board.

Minutes are provided only for the body creating them — executive board minutes are for the executive board to approve, and membership meeting minutes are for the membership to approve. Minutes protect the PTA and its dues-paying members. Unless password-protected, do not post on websites. Do not publish in newsletters or post on doors for non-members to access.

Minutes are signed by the secretary, using the secretary's given name. Example: Sue Jones, Secretary.

Note: The words “Respectfully submitted” represent an older practice that is not essential in signing the minutes.

Minutes of the preceding meeting may be printed and distributed if marked as “draft.”

If the secretary is not present at a meeting, the president appoints a temporary secretary, who then provides a draft to the secretary for approval at the following meeting.

After the minutes have been read (or distributed) and approved, the secretary writes “Approved as read (or printed)” or “Approved as corrected,” the date of approval, and the secretary’s initials. If a three-person committee approves your minutes (for example, your last executive board and membership meeting of the school year), the review committee is appointed by the president to approve the minutes. Each committee member signs and dates the minutes after reading and making necessary corrections. The president simply states, “The minutes of the ___(date) meeting were approved by a committee consisting of ___ (names).” If someone wants to correct those minutes, they may, but the president does not ask for corrections.

Correcting the Minutes

Corrections are suggested without motion or vote. Be grateful for corrections to the minutes. At least someone was listening closely enough to detect an error, and those corrections enable you to keep a more accurate record for the PTA.

Minutes may be corrected whenever the error is noticed, regardless of the elapsed time. Correcting minutes after they have been approved requires a 2/3 vote. Corrections are made in ink by drawing a line through the information with the correction above (if space allows) or written in the margin. Red ink is preferred to indicate a correction. Nothing is ever erased once the minutes have been approved and signed. If you are correcting digital minutes, use the strike-out feature with the red text color.

Any member has a right to examine the minutes of the membership meetings, but this right must not be abused. The original minutes must not be released from the secretary's custody except upon the written order of the president. If a committee needs records held by the secretary, the secretary provides a copy to the committee chair after consulting with the president. For example, during the financial reconciliation process, the secretary should present the approved minutes from membership and executive board meetings (along with the current membership roster and the current bylaws and standing rules).

For help or questions, contact your Field Service Representative, Council PTA (if applicable), or the Texas PTA Secretary.

Sample Minutes

Minutes are the permanent record of all actions taken by the PTA; they are legal documents. The following sample is offered as a guide for the secretary. The wording in italics provides an example of how the minutes should be stated.

ABC PTA/PTSA
(Membership/executive board)
Meeting (Month, day), 20__

The (regular/special) meeting of the (name) PTA/PTSA was called to order on (month, day), 20__ at (time) (a.m./p.m.) in the (place meeting held) by President, (name), the secretary being present or (name) acting as secretary. A quorum was (established/not established). (Name) presented the invocation, and (name) led the pledge, or (name) led the pledge, and (name) presented an inspirational thought. The minutes of the (previous date and type of meeting) were: (Read and approved) or (read and approved as corrected) or (approved as distributed, posted, published) or (approved as corrected). The treasurer's report showed: the beginning balance, receipts, disbursements, ending balance, change in sales tax and state/national dues liability/escrow, sales tax, and state/national dues liability/escrow balance. The treasurer's report was filed for financial reconciliation.

Secretarial reports, including the Report of the Executive Board and the Statement Review by Non-Signer, would be presented before other officers' reports.

Reports from officers would follow any correspondence and should be read after the treasurer's report. If votes on the reports are necessary, the minutes should state:

(Name) moved the adoption of the (name of the committee/executive board) recommendation to (state exact wording). After discussion, the motion (carried/failed).

Reports from the standing committee would follow in the order given. State who presented the report for each committee and include a summary of the facts and action taken, if any. If the report is very long, it is permissible to attach the report to the official copy of the minutes (with a notation in the minutes to refer to the attachment).

If a member of the PTA makes a motion, minutes should state who made the motion and the exact wording of the motion. The name of the person who seconded the motion is not included, but the minutes should indicate that the motion was seconded and the action taken. For example,

(Name) moved that (the exact wording of the motion). The motion was seconded and (carried/failed).

If a motion is amended, the minutes should not include the amendment(s) or the name(s) of the person(s) making the amendment. The minutes should only state the motion's final approved wording.

If the motion requires a two-thirds vote, such as an amendment made to the bylaws or standing rules, the minutes should state that a two-thirds vote carried the amendment.

If an election is held, the minutes should state the names of the nominees and the election results. After unfinished business, new business, programs, and announcements have been noted in the minutes. The adjournment is recorded.

The meeting was adjourned at (time) (a.m./p.m.).

(Signature)
(Name), Secretary (or Secretary Pro-tem)
Approved (or Approved as Corrected) (Month, day), 20__ (Initials of secretary)

Any corrections should be written on the minutes in the correct place and initialed by the secretary.

Effective Strategies

Preparation

If you are required to take the meeting minutes, bring along pens, writing paper, and blank motion forms. Arrive at the meeting site early to ensure that everything is ready. To take the minutes, have plenty of materials available (paper, forms, and so on.) to get through a possibly lengthy session. Make sure you have a copy of the agenda, roster, and any reports, financial statements, or other documents that may be referred to during the meeting.

What to Record

The most difficult part of taking minutes is deciding what information has to be written down verbatim, what can be paraphrased, and what is nonessential for the official record. Minutes are meant to be concise, factual, and objective records of what happened during the meeting. Therefore, you cannot allow personal preferences to influence your note-taking.

It can be challenging to discriminate among the opinions and facts that should be recorded in the minutes to record the proceedings fairly. To do so, it is necessary to take a disinterested position. As a recorder, you must listen carefully and ask the president or presiding chair for clarification, if needed.

It is necessary to record motions verbatim and the names of the individuals who made them. You may want to have blank copies of motion forms or index cards.

While it is important to record some things verbatim, such as motions, be cautious about including too much information. Discussion should never be noted or recorded in the minutes, nor should how an individual cast their vote. Recording too much detail can cause trouble if someone takes a screenshot and shares it. While this is against the PTA confidentiality policy, if someone breaks the policy and shares the information with others, it could be disparaging to the PTA. As you record the PTA's business, remember that it is nothing more than a record of the business.

Take caution when using services like Google Suites or other online storage for your documents. A version history is always available, so if your minutes are redacted before approval, it is still possible for individuals to access the unredacted version. Executive board meetings should have extra caution taken. The executive board's composition is designed to have the protection of a safe place to talk and make decisions.

Recording Guidelines

Use the following guidelines to begin your note-taking:

- Write down the date, location, and time the meeting begins.
- Record the names of those present and absent (usually if the number is 20 or fewer). A quorum check is necessary for larger meetings.
- Identify the type of meeting (membership, executive board, or special).
- Identify the presiding officer and secretary or their alternates.
- Record the action. When the meeting begins, key your notes to match numbered items on the agenda. When drafting, you simply refer to your agenda to transcribe the key.
- Consider numbering the motions as you receive them to place them correctly as the action occurred.
- When you receive the copy of the motion, make sure it contains the name of the person who made the motion, whether there was a second, the date, and whether the motion was made in the executive board or membership meeting.
- Remember: If a motion is withdrawn, it is as though it never happened.
- Consider making a template for the order of business and making it available for the minutes' review committee to follow the proceedings.
- If deciding to personalize a template to help record the minutes for meetings, make sure the template is consistent with the drafted agenda. You may want to bullet your entries to facilitate the recording of all actions.
- Record the time of adjournment.

Since the minutes serve as the official records of meetings, they must be objectively recorded and conscientiously transcribed into a final document.

Recording the Meeting

Meetings may be recorded by one executive board member, preferably the secretary, for the purpose of accurately documenting business. The following processes must be followed:

- Members shall be notified at the start that the meeting is being recorded.
- Members may request recording be paused during the discussion.
- Recordings shall only be used for the purpose of accurately documenting business conducted at the meeting. No one shall attend in-person meetings virtually.
- Recordings shall be permanently destroyed after minutes are documented.
- All other attendees are prohibited from recording meetings.

Drafts

When you begin to create your draft minutes, have the following materials accessible:

- the meeting agenda;
- your notes;
- reports or other documents distributed at the meeting;
- verbatim copies of motions; and
- a copy of bylaws.

Format Guidelines

Prepare a draft according to the following general guidelines.

- To determine the specific format, examine previous copies of the minutes in your files, and follow the format established for your PTA, unless it has been determined that you will use a new format.
- Double-space the draft, even if the final version will be single-spaced, so handwritten corrections can be made between the lines.
- Number the pages consecutively at the top or bottom of each page.
- Identify the meeting and date at the top of the page.
- Identify the participants (if 20 or fewer — according to the guidelines established for your PTA) and the presiding officer and secretary in the first paragraph, and state when the meeting was called to order.
- Make sure that you indicate there was a quorum present to proceed with the order of business.
- Use subheads for different topics if warranted by the length and complexity of the minutes.
- Assemble all attachments for inclusion with the final copy.

Copy Distribution

It is good practice to present the president with a draft to help find misinterpretations or sensitive material that should not be printed.

Final Copy

The final copy may be single or double-spaced. Check copies of previous minutes for your PTA's preferred style. Most minutes are written in a narrative style.

Once minutes are approved and signed, all drafts, notes, and audio or video recordings must be discarded. They should not be retained in the official files.

Note: You may keep a copy of the minutes on your computer to transfer to an external drive for your successor.

Beyond the Meeting

Financial Reconciliation

The outgoing secretary presents the following records to be reviewed by the committee:

- minutes from membership and executive board meetings (including presented financial reports, last financial reconciliation report, and Statement Review by Non-Signer forms);
- current membership roster and executive board roster;
- all bylaws, standing rules, and/or policies in effect during the period under review;
- the signed Confidentiality, Ethics, and Conflict of Interest Agreement; and
- current contracts.

Helpful Hints

- Keep a ballot kit on hand at each meeting, containing customized ballots with the PTA name or simply strips of paper. For an election meeting, use colored paper so that each office needing a vote by ballot can be easily differentiated by separate colors. Also, include pens or pencils and a blank teller report.
- Coordinate with your membership chair to have a sign-in table where verified members can receive a voting card at membership meetings. This can also be a colored notecard, a piece of paper, or something more personalized. This is especially helpful when your membership meeting is right before an assembly or performance at the school or when a popular program is being offered. The membership chair should also have the ability for individuals to join the PTA at each meeting and be ready to welcome new members.
- Have blank forms available at each meeting, including sample motion forms, teller reports, and sign-in sheets.
- Create a minutes template with ample note-taking space designed to make it easier to record the minutes based on the meeting's agenda.

Sample Motion Form # _____

I move that:

Printed Name: _____ Signature: _____

For Secretary's Use

Meeting _____
Date _____
Motion Number _____
Carried _____
Amended _____
Failed _____
Withdrawn _____



Records Retention Policy for Local and Council PTAs

The _____ PTA/PTSA adopted this policy regarding records retention on _____ (date). This policy shall be reviewed by the executive board annually and only the Storage Location (e.g., Google Drive, binder in PTA closet) may be changed by a majority vote of the membership present and voting at a regular meeting. This document shall be maintained by the Secretary of this PTA.

Description of Record(s)	PTA Leader Responsible	Storage Location & Record Type (Electronic/Printed)	Disposition
Bylaws and Standing Rules	PTA Secretary		Permanent
Confidentiality, Ethics and Conflict of Interest Agreement	PTA Secretary		Permanent
Contracts and Leases	PTA Secretary		7 Years After Expiration
Correspondence – Customers and Vendors	PTA Secretary		2 Years
Correspondence – General	PTA Secretary		2 Years
Correspondence – Legal	PTA Secretary		Permanent
Financial Records – Account Statement Reviews by Non-Signer (bank, credit card and e-commerce; attached to minutes)	PTA Secretary		Permanent
Financial Records – Account Statements & Reconciliations (bank, credit card and e-commerce)	PTA Treasurer		3 Years
Financial Records – Canceled Check Images (Incidental)	PTA Treasurer		3 Years
Financial Records – Canceled Check Images (Legal/Contractual)	PTA Treasurer		Permanent
Financial Records – Deposit Forms	PTA Treasurer		3 Years
Financial Records – Duplicate or Image of Deposit Forms	Funds Counter		1 Year After Fiscal Year End
Financial Records - Budgets (adopted at membership/delegate meeting; attached to minutes)	PTA Secretary		7 Years

Financial Records – Financial Reports	PTA Secretary		7 Years
Financial Records - Financial Reconciliation Reports (adopted at membership/delegate meeting; attached to minutes)	PTA Secretary		Permanent
Financial Records – Funds Request Forms (including associated invoices/receipts)	PTA Treasurer		3 Years
Financial Records – General Ledger(s)	PTA Treasurer		Permanent
Financial Records – Tax-Exempt Documents (EIN Notification, Accepted IRS Form 990, IRS Correspondence, Sales and Use Tax Permit and Sales Tax Returns)	PTA Treasurer		Permanent
Grant Agreements	PTA Secretary		7 Years
Insurance Records – Policies, Claims and Certificates	PTA Secretary		Permanent
Inventory List – Equipment and Property	PTA Secretary		Permanent
Inventory List – Products and Materials	PTA Secretary		3 Years
Meeting Minutes – Membership/Delegate and Executive Board (and attached reports)	PTA Secretary		Permanent
Policies (adopted annually)	PTA Secretary		Permanent
PTA Charter	PTA Secretary		Permanent
Records Retention Policy	PTA Secretary		Permanent
Scholarship Records and Case Histories	PTA Secretary		Permanent



Confidentiality, Ethics, and Conflict of Interest Agreement

For Local PTA or Council PTA Executive Board Members

Name of PTA	
Name of School District	
Name of PTA President	

Executive board members of this Council or Local PTA/PTSA (hereinafter referred to as “PTA”) serve in a fiduciary capacity and owe a duty of care, a duty of obedience, and a duty of loyalty to this PTA. Executive board members shall conduct themselves with integrity and honesty and act in the best interests of this PTA. Disclosure by an executive board member of any potential or actual conflict of interest is required by the standard of good faith and for the benefit of the PTA and the protection of each individual.

In consideration of our PTA affiliation with the Texas Congress of Parents and Teachers (the Texas PTA), for the protection of its integrity and its 501(c)(3) status and our protection, we, the undersigned officers, individually, during our terms of office, shall:

1. Abide by and represent our PTA bylaws, the Texas PTA policies, positions, procedures, and National PTA purposes and mission statement;
2. Discharge the duties and responsibilities of our offices with fidelity, integrity, and honesty and declare all personal and/or extended family conflicts of interest when PTA issues, decisions, and funds are involved;
3. Not misuse the PTA’s federal tax-exempt status or exemption from sales tax for personal or unauthorized purposes nor disburse funds for any purpose other than authorized, budgeted PTA programs, projects, and activities.
4. Refrain from making any slanderous or defamatory statement(s) that will, in all likelihood, harm the PTA name or brand.
5. Publicly present a united front on all decisions made as an executive board.
6. Maintain confidentiality as a member of the executive board.
7. Follow the Texas PTA and school district guidelines for fundraising.
8. Abide by the following conflict of interest policy:
 - a. Executive board members and/or their families shall not use their relationship with this PTA for financial, professional, business, employment, personal, and/or political gain.
 - b. A conflict of interest exists when an executive board member would have to participate in the deliberation or decision of any issue of this PTA while, at the same time, the executive board member and/or their extended family has financial, professional, business, employment, personal and/or political interests outside the PTA that could predispose or bias the executive board member to a particular view, goal or decision.
 - c. Executive board members shall declare to the officers of this PTA conflicts of interest (stating the nature of the conflict and pertinent information as appropriate) between their duties of this PTA and their and/or their extended families’ financial, professional, business, employment, personal, and/or political interests.
 - d. When a conflict of interest is declared, the executive board members shall not use their influence or position to affect the outcome of this vote. They shall leave the room during deliberations and the vote.
 - e. The minutes of the meeting shall reflect that a “conflict of interest” was declared.
 - f. Executive board members shall not:
 - i. Use PTA’s name, influence, or resources for their benefit or gain when running for any publicly elected office or while serving as an elected official.
 - ii. Directly or indirectly use their current PTA position, the PTA name, or organization for or against any specific candidate for elected public office, which is contrary to federal tax laws and the guidelines and policies of the PTA.

Fiduciary Duty

The Internal Revenue Service (IRS) (as included on Form 990) requires reporting by nonprofits on a range of governance issues that reach far beyond financial reporting, including executive board member “fiduciary duty.”

Fiduciary duty is a legal responsibility to act in the best interest of another person. Fiduciary implies a level of trust that is necessary to represent our members.

Executive board members have three fundamental fiduciary duties:

- The **duty of care** means that an executive board member actively participates, attends executive board meetings, is educated on the industry, provides strategic direction, and oversees the daily operations of the PTA.
- The **duty of loyalty** requires an executive board member to operate in the interest of the PTA and not to use their position to further a personal agenda.
- The **duty of obedience** requires an executive board member to know the state and federal laws and regulations that apply. This includes the regulations and guidance issued by the IRS and the Texas State Comptroller’s Office. Obedience to governing documents requires a deep understanding of the operating documents (bylaws, standing rules, policies, executive board resource guides, and required Texas PTA training). Finally, obedience requires that an executive board member not act outside the scope of the PTA’s legal documents.

Fiduciary duty in PTA means the executive board members act as trustees of the organization. This includes exercising due diligence to oversee that the organization is well-managed and that its financial situation remains sound.

Finance for Executive Board Members

Financial Considerations

Every executive board member should be knowledgeable about the financial responsibilities of the PTA. Below is basic information on finances that every executive board member needs to know. There is much more involved in the daily financial management of a PTA...these are the basics.

Budget Basics

The budget is a financial representation of the activities and operations a PTA expects to conduct during the PTA's fiscal year. An adopted budget must be in place at all times for fundraisers to be conducted and expenses to be paid. The budget for the following year is presented and adopted by the membership at the last membership meeting of the year. It is amended at the first membership meeting of the next fiscal year based on approved plans of work submitted by the incoming executive board. The membership always approves expenses and income via the budget, which can be amended as needed.

Payments

Payments are never made in cash, and signed blank checks are never handed out. All payments must relate to an adopted budget line item and have a [funds request form](#) attached with a receipt and/or invoice.

Deposits

To protect the PTA and its volunteers, PTA funds should always be counted and verified by the signature of two individuals on the Deposit Form found at txpta.org/treasurer. All signers should retain a copy or image of the completed deposit form. The treasurer may be one of the two counters unless prohibited by the PTA's standing rules.

All money should be deposited in the bank on a daily basis. Never deposit money in a personal account or leave the money in someone's home. Cash should never be taken from an event's collected money to use to pay expenses, reimburse individuals, or use as start-up cash for a later event.

Banking

PTA money cannot be mingled with other funds and must be kept in a PTA bank account at a financial institution. The money of another group or organization is never deposited into a PTA account. Any request to use a PTA bank account is unacceptable and possibly illegal, even if it costs the PTA no money. Money can never be "turned over" to the school and/or principal to spend at their discretion.

Financial Reports

To keep members informed, a financial report is presented at every regular executive board and membership meeting. The report covers the financial transactions since the last meeting of that type. The report should include each budget line's current period actuals, year-to-date actuals, and adopted budget amount. The verbal report should include the starting balance, total income, and expenses for the current period, change to sales tax liability during the current period, change in state/national dues liability during the current period, ending cash balance, and ending balances of the sales tax liability and state/national dues liability accounts. Your financial software may refer to liabilities as escrow or off-budget. As the funds belong to the members, they have the right to access the financial reports presented at any membership meetings. See a sample financial report at txpta.org/treasurer.

Statement Reviews

The president appoints a member, subject to the executive board's approval, who is not authorized to sign on the bank account to review each PTA account statement. The statement reviewer utilizes the [Texas PTA Statement Review by Non-Signer Form](#). The secretary presents the result of this review at the next executive board meeting. If the reviewer identifies items for further review on the Statement Review by Non-Signer form, these items should be investigated by the executive board. The results of the investigated items should be attached to the Statement Review by Non-Signer form. If evidence of theft, fraud, or embezzlement is discovered, the Theft, Fraud, and Embezzlement Policy found at txpta.org/policies should be followed.

State and National Filing Requirements

The executive board verifies that all filing requirements and tax obligations are completed. At a minimum, this includes filing the IRS Form 990 and having proof of acceptance by the IRS within 60 days of the PTA's year-end.

Financial Reconciliation

A financial reconciliation is required to be performed: at the end of the fiscal year, when any authorized check signer is added or deleted on any bank account, and at any time deemed necessary by the president or three (3) or more members. The president appoints the financial reconciliation committee consisting of no fewer than three (3) members who are not authorized signers, the current secretary, the incoming treasurer, a majority of student members related by blood or marriage or reside in the same household as the authorized signers or current secretary. The financial reconciliation committee report is adopted by a majority vote of the members at the regular membership meeting immediately following the financial reconciliation.

Financial Mismanagement

Mistakes in managing the PTA's finances can occur, and sometimes a trusted individual will take advantage of their role in the PTA for their own financial benefit. It is important to seek help from your Council president or FSR as soon as possible to limit any additional losses to the PTA. If theft, fraud, or embezzlement is suspected, the PTA is required by the bylaws to follow the Texas PTA Theft, Fraud, and Embezzlement Policy found at txpta.org/policies.

Financial Red Flags

- Bank statements are not seen by the treasurer and nonsigner monthly.
- Financial reports are not given at executive board or membership meetings.
- The beginning balance of a financial report doesn't agree with the last reported ending balance.
- Amounts in the financial reports do not balance the total.
- Money is counted by only one person.
- Checks or deposits are missing.
- Checks are made payable to a check signer's family members.
- Checks are made payable to "Cash."
- Checks are payable to the same payee made out for the same amount each month.
- Two or more signers on the bank account are related by blood, marriage, or reside in the same household.
- Receipts are missing from funds request forms.
- The membership did not approve the budget.
- The membership did not approve fundraising activities.
- The amount of profit doesn't agree with the amount in the contract signed with the fundraising company.
- Less money was deposited for a fundraiser than paid to the company for the product received.
- Bills are received for unbudgeted items.
- Individual PTA members profit monetarily from any fundraiser.
- Children are used to raise funds for PTA.
- The required annual financial reconciliation report was not presented to the membership at the first membership meeting of the new year.
- The financial reconciliation committee consists of signers on the bank account or of individuals related to those signers.

IRS 990 Filing Requirements

All PTAs are classified as tax-exempt 501(c)(3) nonprofits under the Internal Revenue Code and must submit a 990 return to the IRS. Texas PTA requires PTAs to electronically file the appropriate IRS Form 990 and have it accepted by the IRS within 60 days of the PTA's fiscal year-end. PTAs must file one of three IRS Form 990s annually:

- The 990-N is required for PTAs whose gross receipts are \$50,000 or less.
- The 990-EZ and Schedule A are required for PTAs that gross more than \$50,000 but less than \$200,000.
- The 990 and Schedule A are required for PTAs who gross \$200,000 or more.

Proof of the 990 filing is presented at the first executive board meeting of the year. For more details on financial procedures for your PTA, visit txpta.org/treasurer.

Protecting Your PTA with Insurance

Texas PTA strongly encourages PTAs to obtain adequate insurance protection against liability and financial loss due to fraud, embezzlement, or dishonest acts.

Texas PTA negotiated a group discount with Association Insurance Management (AIM) (800-876-4044) to obtain insurance coverage at affordable prices. Similar coverage may be obtained from any insurance company, locally or otherwise.

AIM offers several types of coverage listed below, and PTAs may secure any combination of coverage at any time during the year. Additional information may be found at txpta.org/pta-insurance.

Event/General Liability Coverage

- \$1,000,000 or \$2,000,000 liability coverage per occurrence (no deductible)
- Protection from lawsuits if someone is injured at one of your events
- \$5,000 per person medical payment included (no deductible)
- Option for increased medical payments: \$10,000, \$25,000, and \$50,000
- Option for Media Liability to cover misuse of the content on your PTA website or social media
- Option for Hired and Non-owned Auto Liability
- Option for Abuse and Molestation Coverage

Event/general liability insurance covers carnivals, bounce houses, dunking booths, fun runs, skating parties, auctions, and more.

Directors & Officers Liability Coverage

- \$1,000,000 liability limit (no deductible)

If someone sues the officers of your PTA for mismanagement, misrepresentations, dissemination of false or misleading information, or inappropriate actions, this coverage pays to defend them against those actions.

Embezzlement Coverage (Fidelity Bond)

- Coverage available: \$10,000 to \$250,000 (usually based on annual revenue)
- \$250 deductible

Embezzlement insurance covers monetary losses sustained by a PTA through any fraudulent or dishonest act(s) or embezzlement committed by any of the elected officers, members, volunteers, or employees.

Note: For embezzlement insurance to apply, a PTA must have account statements reviewed monthly by a non-signer and conduct an annual financial reconciliation.

Business Personal Property Coverage (Inland Marine)

- Coverage available: \$10,000 to \$250,000
- \$250 deductible

Property insurance covers items such as raffle merchandise, auction items, and fundraising supplies while in your PTA's care, as well as your PTA's personal property like popcorn machines, school store supplies, emergency relief supplies, and more.

Training & Learning Resources

Texas PTA believes that volunteer at-home accessibility to FOUNDATIONS Training is important. As such, all required training is located at txpta.org/courses. Our volunteer leaders across the state can access quality educational resources to support success within their roles and build strong PTAs.

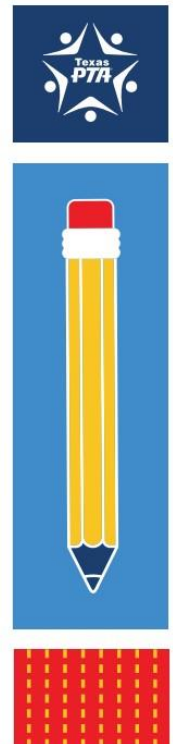
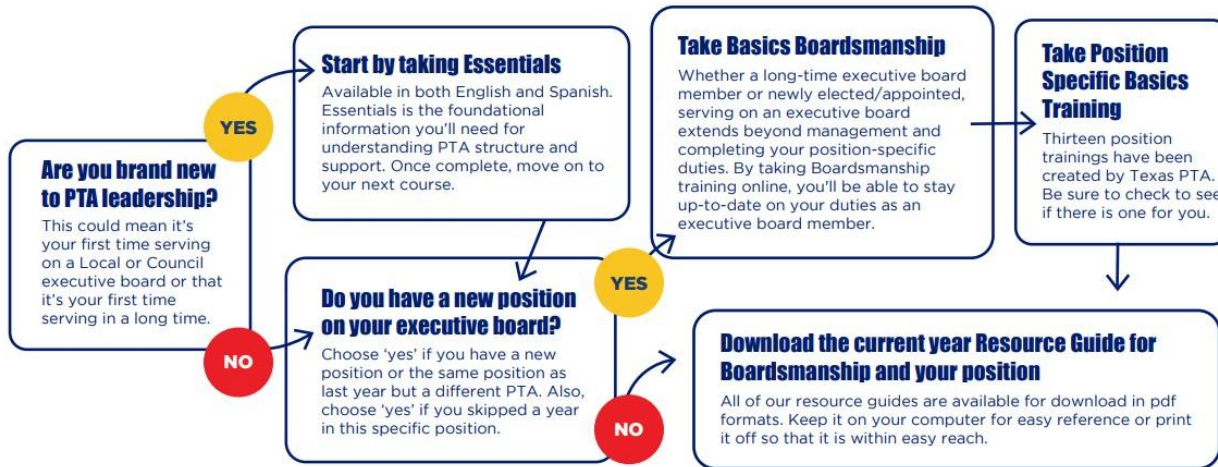
FOUNDATIONS Required Training

- **Essentials** is a high-level orientation to PTA, taken online via the Texas PTA website at txpta.org/pta-training. It contains the mainstay information that every PTA Leader should know. Executive board members should take this training at least once in their PTA career. Leaders are encouraged to take Essentials (formerly titled Foundations Leader Orientation (FLO) and Leadership Orientation Training (LOT)) again whenever the training is updated.
- **Basics** courses contain detailed information to support PTA Leaders in their executive board position. Every executive board member must attend a Basics course for their position at least once every two years. These training sessions are available on-demand at www.txpta.org/courses. Basics content includes an online training video, a companion Resource Guide, and other supporting resources.
 - a. PTA Leaders can access the Resource Guides via the Texas PTA website. Visit txpta.org/local-pta-leaders to download free PDFs.

Reminder: Both Essentials and Basics courses are mandatory for executive board members. The path to ensure that all required training has been completed is explained in the following graphic.

PTA Online Training | Where Do I Start?

Texas PTA requires all Local and Council board members to complete FOUNDATIONS Essentials training once in their PTA career. Position-specific Basics Training should be completed each time a PTA executive board member changes positions or campuses. All trainings can be found online at txpta.org/courses.



FOUNDATIONS: Spotlights

Spotlight courses offer short, in-depth reviews of important topics and recurring PTA functions, such as Bylaws and Standing Rules, Financial Reconciliations, Conducting a Meeting, and Nominations and Elections. Spotlights are free and optional but offer vital insights on specific and timely topics.

Newsletters and Alerts

Texas PTA provides content-specific newsletters based on your PTA position. Registering as an executive board member with Texas PTA each year helps ensure you receive important updates and position-specific newsletters! Visit txpta.org/officer-intake to access the form.

All executive board members are encouraged to closely follow Texas PTA legislative advocacy efforts by subscribing to Under the Dome, our advocacy newsletter, at txpta.org/newsroom. You can sign up for advocacy Action Alerts at txpta.org/take-action.

Leadership Development Resources

Texas PTA training goes beyond the FOUNDATIONS by offering Leadership Development resources. The topics covered result from polling PTA leaders across the state.

All PTA leaders are encouraged to visit txpta.org/leadership to discover Extra Credit courses to continue their leadership development and to investigate the Full Circle Leadership program.

Texas PTA Staff and Board of Directors Support

BOARD OF DIRECTORS | txpta.org/bod

The Texas PTA Board of Directors are your volunteer representatives at the state level. From the president to the directors at large, Texas PTA Board members can help answer your questions and address your needs. You can reach them at the address above.

COMMUNICATIONS | communications@txpta.org

The Communications team manages and produces all Texas PTA communications, including *The Voice* (our quarterly newsletter), specialized newsletters (advocacy, healthy lifestyles, arts in education, environmental awareness, membership, and field service), social media outlets, and the Texas PTA website. They also serve as Texas PTA's contact for all media inquiries.

FINANCE | finance@txpta.org

Texas PTA understands the responsibility of managing your member dollars. The Finance team is charged with monitoring Texas PTA resources according to the annual budget, as adopted by the Board of Directors.

Members of the Finance team are also available to support PTA leaders in their compliance with state and federal financial requirements, such as filing the annual 990 with the IRS and sales tax filings with the State Comptroller.

LEADER ENGAGEMENT | leaderengagement@txpta.org

The Leader Engagement team gives direct support to PTA leaders and members. They assist with standards of continuing affiliation, bylaws, and standing rules, organizing PTAs, and general questions on leading and managing a PTA.

MEMBER RELATIONS | memberrelations@txpta.org

The Member Relations team is responsible for developing recruiting resources that may be adapted for all levels of PTA – early childhood, elementary, and secondary. Staff assists with member recruitment strategies, processes membership rosters and dues, and coordinates membership awards and the distribution of membership cards to Local PTAs.

PROGRAMS | programs@txpta.org

The Programs team is focused on connecting PTA members and leaders with the information they need to be successful and develop programs. The Programs team is your contact for student and staff programs, such as Reflections, Texas PTA's scholarship, and educators awards, as well as Texas PTA's turnkey campus program library- Connect. Whether your PTA is registering for LAUNCH or requesting a Connect Program, the Programs team is available to assist you.



Texas PTA



txstatepta



texas_pta

THIS ITEM IS FOR PTA USE ONLY