ALASKA PTA
Training Moment

Back to School 2010

Alaska PTA®
Chartered 1957

Training Moments Info

- Throughout the school year you will receive Training Moment PowerPoints. These are designed to help your PTA board with basic operational functions. Please share this with your board either by e-mail or print them for review at a board meeting.

Bylaws

- The most important document your PTA has is the bylaws. Each officer should be familiar with their unit's bylaws. They are rules by which each PTA operates. If you need a copy please contact the Alaska PTA office for a copy.

Goals & Budget

- PTA Goals – Goals and objectives give direction and help establish priorities for your PTA. They help determine how to accomplish and evaluate a task and what funds are necessary to accomplish these tasks. They tell the who, what, when, where and how!

Goals & Budget (cont.)

- Goals should be SMART!
  - **S**pecific
  - **M**easurable
  - **A**ttainable
  - **R**ealistic
  - **T**imely

Goals & Budget (cont.)

- Your budget is an outline of estimated income and expenses for the budget year, the budget is based on your goals.

- Remember - your budget first has to be approved by your PTA board, then posted, and finally, voted on by your membership. (see your bylaws for the time period and process for this)

Goals & Budget (cont.)

- Items to address in your Budget!
  - Fundraising – how much needs to be done to meet the goals of the PTA. (follow the 3 to 1 ratio), 3 enrichment activities to 1 fundraiser.
  - Legislative Fly-in – Join other PTAs from around the state as they descend on the State Capitol and talk to our legislators about the issues that impact our children locally and statewide. This is a two day event. Budget for airfare, meals & lodging.

Goals & Budget (cont.)

- Items to address in your Budget!
  - Alaska PTA State Convention – This is a two day convention that is being held in Anchorage this year. This is an opportunity to network with other PTA members from around the state and conduct the business of the Association.

Goals & Budget (cont.)

- Transitional Budget
  - What is a Transitional Budget? – A transitional budget is one that is placed in the previous year's budget. It sets aside a specified dollar amount for the new board to work with until the new goals and budget have been approved. Under the bylaws, a PTA cannot spend money until its budget has been approved by it's membership. With a transitional budget in place, a PTA can conduct limited business prior to budget approval by the general membership.

Insurance

- Insurance is due to the Alaska PTA office by November 1, 2010.
  - The cost of the basic Insurance package is $140.00.
  - Property U& Accident Medical Insurance may be purchased at additional cost.
  - The insurance policy period covers from December 1, 2010 to November 30, 2011.

New Officers List

- Email, fax or mail new officers list to AK PTA office as soon as possible - even if your officers are the same as last year.
- This insures that your unit will receive annual leadership information from Alaska PTA and from National PTA such as membership cards, Alaska PTA annual resource information, e-mail newsletters, and much much more.
- Officers List form found on the Alaska PTA website at

  http://www.alaskapta.org/AKPTAOfficersList20102011.pdf

  or

  http://www.alaskapta.org/AKPTAOfficersList20102011.doc

Agendas

- Just as no two PTA meetings are alike, no two agendas are alike. The President tailors the agenda to achieve the goals of each meeting.
- Once the agenda is set and the meeting begins, the chair can help the meeting run smoothly by following the agenda; making sure a motion is on the floor before discussion begins; finishing one item of business before moving on to the next; and watching the clock. Always start and end on time.

PTA Leadership

- One of the most important aspects of being a PTA officer is to help build an effective PTA team - one that can get things done.

PTA President

- The President has duties both as a presiding officer and as an administrative officer.
- The duties of the President are described in your local unit bylaws. Please take the time to review them.
- The President leads not by dictating, but by working together with members, officers, chairpersons, principal, staff and community leaders.

Vice Presidents

- Vice-Presidents usually act as aides to the president. This means the president delegates certain responsibilities (i.e. membership, legislation, programs, etc.)
- The duties of the Vice-Presidents are described in your local unit bylaws. Please take the time to review them.

Secretary

- The Secretary is the custodian of the PTA records. Often the secretary is responsible for being an authorized check signer and for sending out notices for all meetings to officers and members.
- The bylaws provide for the specific duties of the Secretary.

Treasurer

- The Treasurer is the authorized custodian of the PTA funds.
- The duties of the Treasurer are described in your local unit bylaws. Please take the time to review them.

Membership Drive

- With the start of the school year this is your first opportunity to have a membership drive. This is your opportunity to sell what you do not only for the children, but for the rest of the community.
  - Find a way to make one or all of goals part of your membership drive.
  - Provide your parents with information on your PTA. Not that you are just there, but also your successes. Tell them the things that you have accomplished. They want to know that their money is going toward a program to benefit all children. If they see they are getting a tangible result from their money they will be more likely to support you in the future.

General Membership Meetings

- One challenge that most PTAs have in general are Membership Meetings. These are the meetings which your bylaws require you have. Some bylaws call for one, others call for two or more.
  - It is these meetings where the PTA board presents its previous year's audit, current year's goals and budget. The membership is given the opportunity to vote and approve your work for the new school year. Your bylaws also state how long the budget has to be posted prior to the vote. As you start planning, review the bylaws to make sure you are compliant.

E-Learning

- If you want further tips and training, go to National PTA E-Learning website (the link is below, your user name and password are on the back of your PTA membership card. The topics include:
  - Conflict Management
  - Parliamentary Procedure
  - Planning and Goal Setting
  - Planning your PTA Year
  - Preventing Theft in Your PTA
  - And much more

E-Learning Link: http://www.pta.org/leadership_training_resources.html

The Purposes of the PTA

- To promote the welfare of the children and youth in home, school, community, and place of worship.
- To raise the standards of home life.
- To secure adequate laws for the care and protection of children and youth.
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

The Mission of the PTA

- To support and speak on behalf of children and youth in the schools, in the community, and before governmental bodies and other organizations that make decisions affecting children;
- To assist parents in developing the skills they need to raise and protect their children;
- To encourage parent and public involvement in the public schools of this nation.

Leadership Saturdays

One Saturday a month, the PTA office is open from 10am-2pm. Notices will be sent via e-mail and posted on the website.

- We are there to answer questions, provide resources or to assist with any concerns that you or your PTA may have.

Feel free to call or stop by, we are here to help.

CONTACT ALASKA PTA:

Please share this PowerPoint with the rest of your PTA board. The Training Moment PowerPoints have been created by your Alaska PTA Board of Managers to assist you in your leadership role. We are proud to say that our Training Moments have been shared and are being used by State PTAs across the country.

If you have any questions or comments please use the below information to contact us.

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