

Why Belong to PTA?

Advantages of Belonging to the PTA Organization

The millions of people who now belong to National PTA constitute a network of people committed to making the lives of children healthier, happier, safer, and more productive, whether those children live in their community, in a city a mile away, or in another state or country.

Expert guidance is available. Guidance comes from the experience, reputation, and resources of a national organization which has promoted the welfare of children and youth since 1897.

Practical ideas and program planning are shared. This help combines the knowledge of many state and national leaders, the ingenuity of thousands of other PTAs, and the advice of experts in various fields, and is available to PTAs in the many publications provided especially for them.

Individual assistance is provided to local units. Whenever a PTA needs assistance with a local unit concern or issue, individual assistance is available through councils, regions, and Oregon PTA.

Representatives at Oregon PTA and National PTA conventions. Through their convention delegates, each local PTA/PTSA unit helps to develop programs and policies which will affect the welfare of children. These delegates also take home information and fresh enthusiasm for the tasks and responsibilities they encounter as PTA leaders.

Leadership training is provided through conferences, workshops, and conventions. This training helps current and future leaders acquire new skills and ultimately benefit the entire PTA membership. Each PTA/PTSA is required to have three (3) officers attend leadership training annually.

Timely information is received. Local PTA/PTSA units receive information on education, child welfare, and legislation from state and national study committees. This information helps to keep PTA members informed on developments affecting children, parents, teachers, and schools.

Opportunities to work on problems of state and national scope are provided. Members of local PTA/PTSA units, as members of the Oregon and National PTAs can work together to solve broader problems than those limited to a single community. Thus, members broaden their own understanding of such problems and multiply their PTA's effectiveness.

Organized action on legislation and issues affecting the health, welfare, education, or protection of youth. PTA members can make their efforts count by uniting with other PTAs in Oregon and across the nation.

Collective strength through the large number of members in the national organization. PTA members, alerted by the state and National organizations, can join with millions of other members throughout the nation to secure what is best for all children.

Legal safeguards are provided. Local PTA/PTSA units benefit through the various types of group insurance, federal and state tax guidance, and recognized nonprofit tax exempt status.

Parent and teacher activity is ongoing and encouraged. PTA influence is the result of daily involvement and concern for studies, projects, service, and person-to-person communication between parents and teachers.

Tested ideas and programs worth sharing are available through PTA publications, programs, conferences, and convention. PTAs can share experiences and can learn from the successes and mistakes of other PTA/PTSA groups throughout the country.

Local support is values. Local PTA/PTSA unit members provide the grass roots support needed to achieve PTA goals for children and youth in every community. In return, the programs of National and Oregon PTA are readily shared with the members in local units.

Members have a wider influence. No person or association, working alone, can exert as much widespread influence on behalf of America's children and youth. By virtue of the numbers of people represented by National PTA, members at every level, local to National, are asked to sit on a wide variety of advisory panels and boards.

Structure of PTA

A Local PTA/PTSA Unit:

- Operates as a self-governing body after being chartered by Oregon PTA
- Plans programs and activities to meet the needs of children and youth in the local community
- Serves as the local organization through which the Mission and Values of Oregon and National PTA are carried out.
- Is represented at the council, region, and state level by the unit president and/or elected delegate(s). (After meeting council member qualifications.)

A Council:

- Includes all PTA/PTSA units as approved by Oregon PTA, within a geographical area, (i.e., city, county, or school district), organized for the purpose of counseling, training, and coordination.
- Serves as a conference body (a place to share ideas) and works to promote the goals of PTA within its boundaries
- Provides workshops, leadership development, information, and programs.
- Serves as a link for the local unit to the region and Oregon PTA.
- Guides, but not legislate, for local units.

A Region:

- Is a geographical division of Oregon PTA. Currently there are 9 regions in Oregon.
- Includes all units within its boundaries and is represented on the Oregon PTA Board of Directors by an elected Region Director.
- Promotes the work of Oregon PTA and National PTA
- Channels information between Oregon PTA, local units, and councils.

Oregon PTA:

- Is a chartered association of National PTA, whose members include all who join local PTA/PTSAs within Oregon.
- Represents PTA with other groups and organizations working for children and youth.
- Holds an annual convention, which is the only business meeting of the state organization.

- Interprets and implements National PTA policies, programs, and projects within Oregon.
- Provides service to local units through workshops and conferences, state legislative information and action, publications and materials, field services, and leadership training.
- Is led by an elected Board of Directors, all of whom are volunteers.

National PTA:

- Includes all who join local PTA/PTSA units.
- Establishes basic policies for the organization.
- Represents PTA with other groups and organizations working for children and youth.
- Develops projects that are national in scope.
- Maintains legislative advocates at the federal level.
- Provides field service and leadership development to states.
- Develops and provides resource materials and publications.
- Holds an annual convention, which is the only business meeting of the organization.

The Local PTA/PTSA Unit

PTA at the local level is a self-governing unit linked to Oregon and National PTA. Its members are automatically members of Oregon and National PTA. Through this linkage the local unit is part of a nationwide network working for all children and youth.

Through its own plans, programs, and activities, the local unit meets the needs of children and youth in its own community.

Any person interested in the well-being of children and youth, regardless of creed, color, ethnicity, race, economic, or educational status, and who are committed to the Mission and Values, are welcome to join a local PTA. In some instances, if permitted in local unit standing rules, students may become members, but their rights and responsibilities as members may be limited by the provisions of local law.

The structure of the unit and its specific rules, including its local portion of dues, are contained in the Unified Local Unit Bylaws and Standing Rules of the local unit. Such standing rules may not conflict with the bylaws of Oregon or National PTA.

Local Unit Calendar

August and September

- Enter officer list online.
- Attend leadership training.
- Consider donating to any of the following Oregon PTA State Funds:
 - President's Travel
 - Local Leadership Training
 - Founders Day
 - Legislative Activity
 - Teacher Education Scholarship (TES)
- Discuss with and distribute the appropriate sections of the Officer's Manual to your local unit executive committee/board.
- Discuss individual and group responsibilities with your PTA board.
- Begin membership activities.
- Complete required documents.
- Welcome new parents and staff to your school!
- Establish goals.
- Approve each committee's plan of work.
- Develop a meeting and activity calendar that includes council, region, and state dates.
- Submit Membership online and remit fees by the last business day of **every month**.
(Remember, Liability Insurance is not in effect until initial membership is received!)

October, November, and December

- Submit local PTA/PTSA required paperwork due to Oregon PTA (in State Office) by Nov. 30th.
- Submit liability and bonding insurance premium to AIM by November 30th.
- Submit resolutions to Oregon PTA by Dec. 31st.
- Submit new Membership online and remit fees by the last business day of **every month**.

January, February, and March

- Submit Reflections entries to Region Director or Council Reflections Chair in January.
- Continue membership activities and recruitment.
- Review goals, evaluate progress, and make adjustments.
- Form a nominating committee.
- Submit proposed bylaw amendments by Jan. 15th.
- Submit State PTA officer nominations by Jan 15th.

- Submit applications for Oregon and National PTA awards. Most are due March 1st.
- Review Oregon and National Convention information.
- Celebrate February 17th, National PTA Founders Day.
- Register for Oregon and National PTA Conventions.
- Submit Membership online and remit fees by the last business day of **every month**.

April, May, and June

- Attend Oregon and National PTA conventions.
- Elect and install local unit officers – say thank you to outgoing officers.
- Review fiduciary responsibilities to be completed by fiscal year end.
- Celebrate Teacher/Staff Appreciation.
- Celebrate Volunteer Appreciation.
- Evaluate your year's work – celebrate your successes.
- Prepare materials to pass on to the incoming officers.
- Submit Membership online and remit fees by the last business day of **every month**.

Local Unit Guidelines

Requirements for a local unit:

- Adheres to and promotes the Mission and Values, and basic policies of National PTA.
- Operate in compliance with the Unified Local Unit Bylaws of Oregon PTA.
- Submits new membership online and remits fees to Oregon PTA monthly.
- Must have current copies of the following items on file with the Oregon PTA office:
 - **Year-end Financial Report, by Nov. 30th**
 - **Yearly audit report, by November 30th**
 - **Officers' List, by November 30th**
 - **Standing Rules, by November 30th**
 - **Approved Annual Budget. By November 30th**
 - **Membership Lists and Fees, last business day of each month**
 - **Employer Identification Number (EIN) (new units), by November 30th**
 - **Payment for liability insurance and treasurer's bond by November 30th**

- **Copy of IRS 990/990EZ/990N, by Nov. 30th**
- **Copy of CT 12, if incorporated, by Nov. 30th**

In addition, a local unit shall:

- Practice responsible financial practices and procedures as referenced in National PTA's Annual Resources Guide and the Oregon PTA Officers' Manual Money Matters section.
- Demonstrate a commitment to the ideals of PTA and the promotion of parent, school, and community involvement through consistent yearly membership enrollment efforts.
- Understand the value of training and avail itself of the workshops, conferences, resources, and opportunities for leadership development offered by council, region, state, & national levels of PTA.
- Project a positive influence in its school and community.

New units shall set a minimum first year membership goal of 25 members.

What Officers Should Know About PTA

To lead a PTA with confidence, an officer or committee chair must first understand PTA's purposes and policies. PTA is a national nonprofit organization which for over 100 years has dedicated itself to advancing the well-being of children, youth, and families. The Mission and Values of PTA provide the organization its vitality and direction. Each local unit is part of National PTA. Oregon and National PTA supply units with information and resources that help them contribute to the nationwide effort to improve the well-being and education of all children and youth.

PTAs are organized primarily at school sites, but they remain independent of the school and the school system. Reflecting recent changes in the family and work force, today's local PTAs can be organized in childcare facilities, places of business, and community centers, as well as in preschools. **All officers must be a member of their local unit in order to serve.**

A unit with small membership may simplify its organization, but certain officers are essential: president, secretary, and treasurer. Standing committees necessary to carry out the work may include membership, programs, publicity, budget, and finance, parent education, legislation, and hospitality. Chairs of these and other committees needed to

achieve the goals set each year may be appointed or elected, as provided in your standing rules.

Each PTA unit's work is determined by the needs of its community and the interests and concerns of its members. Responding to local conditions, PTAs across the country have made their voices heard at school board meetings and sessions of the legislature in favor of funding for purposes such as arts education and improved school facilities. PTAs have led community campaigns to build a child abuse shelter, provide clothing and feed for needy school children, and involve parents of at-risk children in PTA and the schools. PTAs have sponsored parent education programs and preventative education regarding teen pregnancy, AIDS, substance abuse, and suicide. The strength of PTA lies in the ability to implement such programs and projects.

Elected Officers and Leadership

The local PTA executive committee/board takes action on matters which require attention between meetings of the membership. It handles emergencies as they arise and carries on the specific functions as assigned by local unit bylaws and standing rules. It can consist of elected officers alone or elected officers and committee chairs.

The local standing rules usually stipulate certain regular meetings of this group.

Members who accept the responsibility of serving as an officer or committee chair signify their willingness to:

Learn

- Study materials distributed to local units by Oregon and National PTAs and encourage other members to keep informed by reading publications of the association.
- Become familiar with local, council, Oregon and National PTA bylaws and review the process for proposing changes.
- Give the time necessary to perform the duties of the office or chairmanship as outlined in the local unit bylaws or standing rules.
- Attend council, region, state, and National meetings for information, guidance, leadership training, and participation in projects.
- Become acquainted with school district and community needs.

- Take advantage of opportunities to train for PTA leadership.
- Be aware of Oregon and National PTA program and award deadline dates.
- Plan a thorough publicity program to provide information about upcoming meetings, goals for the year, projects and programs, and special events.
- Seek out community organizations and agencies with compatible objectives with whom you may want to cooperate.
- Protect members' privacy by allowing no distribution of membership lists to outside interests.

Contribute

- Make reports promptly, as required, and file annual reports, all state corporate filings, and all federal and state tax returns, including employee withholding returns where applicable, as part of the records of the association.
- Answer correspondence promptly and keep complete correspondence files.
- Promptly transmit records, reports, and other materials to newly elected officers and chairman.
- Participate fully in the discussion of all issues, and when the decision has been reached, abide by the will of the majority.
- Share information and training materials with other officers, chairs, and members.

Communicate

- Confirm the names and contact information of local unit officers and chairs are on file on the Oregon PTA website so that they may receive state and National PTA mailings and emails.
- Get to know the officers of Oregon PTA. Plan to utilize their services, materials, and resources.
- Keep procedure books to pass on to the succeeding officers or chairmen.

Delegate

- Board members develop the PTA leaders who will succeed them by sharing information and delegating responsibilities. This nurtures the skills necessary for leadership. Effective delegation means matching jobs with people.

When closing someone to perform a task:

- Point out the talents that make them right for the job.
- Fully explain what the job entails and be specific about responsibilities and deadlines.
- Offer support, but allow them to take charge and make decisions within the authority you have given them.

Enjoy

- *Enjoy* the honor your unit membership has bestowed upon you and the trust they have shown in your leadership abilities.
- *Enjoy* developing your leadership skills by working with others who share interests and goals.
- *Enjoy* helping to increase parent and community involvement in the lives of children and youth.
- *Enjoy* your participation as a PTA leader; doing so reinforces a positive image of PTA.
- *Enjoy* the knowledge that you are an important part of a national network whose primary mission is working for the welfare of all children.

Fiduciary Responsibility

As a member of a local PTA/PTSA unit executive commit/board it is your responsibility to make sure the local unit is operating in a fiscally sound manner. This is not only a requirement of the bylaws, but, in fact, is also demanded by state and federal laws. This is known as *fiduciary responsibility*

As a member of the local PTA/PTSA unit executive committee/board, you are legally obligated to conduct yourself in a manner which protects and preserves the association.

If a member of the local PTA/PTSA unit executive committee/board fails to exercise proper and reasonable caution, he or she is open to criticism from peers and even potential personal liability for financial losses or mismanagement that could occur during his or her term of office.

Budget and Finance

The budget is the financial plan of the estimated income and expenses needed to accomplish PTA's goals and objectives for the coming year. This means the PTA first plans its goals for the year and then the specific means to achieve those goals.

Development

A committee usually has the responsibility for developing a proposed budget for PTA. This committee may be elected or appointed, according to the bylaws and standing rules, with the treasurer serving as the chair. The committee studies the previous year's budget and treasurer's reports to determine how well that budget met the organization's needs.

Next, committee members determine the projected financial requirements:

- Funds needed for programs and projects.
- Leadership development at conventions and conferences.
- Contingency fund for unexpected expenses and emergencies.
- Carryover funds so the unit has some funds to operate and begin the next year.

They should determine the sources of funds to meet these requirements, making certain available funds will cover budgeted expenses.

Every PTA needs funds to carry out its programs, but fund-raising activities should not absorb too much time for your PTA. The heart of PTA is the programs it conducts in the community. Fund-raising is simply the means to this end.

Approval

The draft of the budget is presented to the executive committee/board for approval and then to the PTA general membership. A majority vote of the members present and voting is required for adoption. The budget is presented item by item to allow for discussion and amendment of each section. Budgets need to be reviewed monthly for any potential changes.

Audit

The audit is a thorough review of the financial transactions through the written records.

Your standing rules should indicate the procedure for selecting the individual or committee to conduct the audit and when it is to be made and reported to the membership. (Chapter 6, page 10)

Executive Leadership

To understand the role of the executive committee/board, think of the PTA unit as a business. The membership approves the budget; the executive committee/board manages – organizing the who, when, and how. The result is a successful program in which everyone realizes the profit is the education and well-being of all children and youth.

The executive committee/board makes each decision based on the needs of the members, consistent with the interest of the association, and recognizing the legal responsibilities associated with sound decision-making. The board must be able to openly discuss all aspects of the association's business. The board must work in harmony, even though board members will disagree on some issues from time to time.

To meet the needs of the local unit, board members must engage in free, open, complimentary, and critical discussion. Honest debate at board meetings can only take place with the understanding that anything said is confidential and is regarded as the property of the entire board, i.e., as if it had been said by the entire board.

Bylaws

All local units in Oregon are governed by the Unified Local Unit Bylaws, as approved and amended at our annual business meeting. Such bylaws may not conflict with the bylaws of National PTA, or Oregon PTA. All bylaws must be in the form acceptable to and approved by National PTA.

Changing the Bylaws

It is the responsibility of each local unit officer to read and understand the bylaws. If members of a local unit believe changes are in order, they are to be presented in writing to the Oregon PTA Board of Directors by January 15th of each year and follow the process as outlined in Oregon PTA Bylaws and Unified Local Unit

Bylaws. For more information or assistance in preparing proposed changes, please contact the state office or the President-Elect of Oregon PTA.

Elections

The election of officers is one of the most important duties of PTA because it provides for future PTA leaders. Officers should be chosen for their abilities, their knowledge of PTA, and their willingness to serve.

Please see Chapter 4, page 12 of this manual for more information about elections.

Duties of Local PTA Officers

President

The president is elected by the local unit members to direct the affairs of the association in cooperation with the other members of the executive committee/board.

According to generally accepted parliamentary practice and Oregon PTA Bylaws, only one person may be elected to serve in the office of president. If the membership feels the need for additional officers, it should establish additional positions of vice-presidents or chairs. A vice-president serves in place of the president when called upon, holds a recognized office with delegated responsibilities, and has the privilege of voting.

PTA leadership means helping the members reach the goals they have set for themselves. By channeling information received from Oregon and National PTA, the president ensures the membership is well informed and clearly focused on the PTA mission. But the president's most important duty is to build an effective PTA team, one that can get things done.

The president's first duty is to participate in leadership training and ensure other officers also attend training events. Contact your region director, council president, or the state office for dates and more information.

Become familiar with PTA and how it operates. Study materials received from your predecessor, which should include a calendar of the past year, previous training materials, and job descriptions. If there is no procedure book in place, start one to pass on to your successor.

Building the PTA Team

The president leads not by dictating but by working together with members, other officers and chairs, and community members to address common concerns.

- When appointing chairs, include members who may not have served on the board before as well as experienced board members.
- Promptly distribute materials to board members and meet to discuss possible programs and projects.
- Meet early with the executive committee to place and set goals for the coming year.
- Choose goals that are within reach and that have been decided upon by the group with input from the membership.
- Create a climate of support and mutual respect where people feel they can contribute and grow.
- Discover and make use of members' special interests and abilities.
- Find out who has expertise in programs, public relations, and other areas, and then use it.
- Delegate responsibility by letting others shoulder responsibilities and asking current officers and chairs to train and encourage the leaders who will succeed them.
- Network with other community leaders, groups, and agencies which share the goals of PTA.
- **Be very proud of being an officer in the oldest and largest child advocacy organization in the country!**

The importance of Reaching Out

The PTA team becomes stronger and is of greater service when it actively welcomes all groups in the community – young and old, single parents, two-paycheck families, families with diverse cultural and ethnic backgrounds, and families with special-needs children.

- Choose the time and location of PTA meetings to suit the schedules of families.
- Invite retired citizens to contribute their talents and skills to PTA.
- Bridge the language barrier with bilingual programs. Sponsor programs celebrating each individual heritage represented in the community.

The Rewards of PTA Leadership

The real working capital of PTA lies in its members – in their energy, resourcefulness, and determination – not in its treasury. Each PTA is a team. The leaders of the team guide members' efforts to advance the well-being of all children and youth in communities across the country.

The rewards for this service through PTA are many:

- opportunities for improving the quality of life and education for today's young people;
- opportunities for study and mental stimulation on matters of importance;
- opportunities for new friendships;
- opportunities for meaningful involvement; and
- opportunities for growth through leadership experience and training.

There is also the reward of a sincere, *thank you*. PTA officers show they appreciate members' efforts on behalf of children, regardless of how successful those efforts have been.

There are many ways to show appreciation; a note or letter of commendation, a newsletter article, an appointment to an important task force, more responsibility or training, or simply saying thank you, two very important words in PTA.

As presiding officer, the president does the following:

- ✓ Determines the agenda in cooperation with the secretary.
- ✓ If a quorum is present, calls the meeting to order at the designated time and proceeds with the business,
- ✓ Maintains a fair and impartial position at all times and encourages members to participate.
- ✓ Takes no part in any discussion while presiding, refrains from expressing a personal opinion on any question before the body, and avoids personal bias when giving information to the association.
- ✓ States each motion clearly after it has been seconded before allowing discussion. (Motions from committee do not require a second.)
- ✓ Declares the result of every vote taken.

- ✓ Calls upon the vice-president to preside when wishing to speak to a motion or to leave the chair. The president then has all the privileges of a member: addressing the officer temporarily presiding in the same manner as any other member and returns to the chair only after the vote has been announced.
- ✓ May vote when voting is by ballot; in other cases, may cast a vote to create or break a tie if the result is in the best interest of the association.
- ✓ Recognizes a member who has not previously spoken to the question in preference to one who has already spoken.

As administrative officer, the president does the following:

- ✓ Studies information and materials secured from predecessor.
- ✓ Develops a good working relationship with the principal and staff on behalf of PTA.
- ✓ Conducts meeting of the executive committee/board to discuss and distribute material promptly to the appropriate officers and committee chairs.
- ✓ Calls upon each chair to prepare a plan of work. These plans are presented at a meeting of the executive board in advance of the first regular association meeting; they should be thoroughly discussed and, if found acceptable, approved.
- ✓ Ensures that all required reports have been filed in a timely manner at the Oregon PTA office.
- ✓ Delegates to the vice-president(s) certain administrative duties.
- ✓ Serves as ex-officio on all committees, except the nominating committee, and should not seek to influence the nominating process in any way.
- ✓ Calls for required reports at a specified time and in accordance with specified procedures.
- ✓ Consults with officers and chairs before each meeting to ensure that details of the meeting are ready as planned.
- ✓ It is the responsibility of the president to make certain that their unit is represented at the annual Oregon PTA Convention and (if their PTA unit is a member of a council) at any Council meetings.
- ✓ Represents PTA at necessary meetings.
- ✓ Signs all contracts, orders, and vouchers.

Vice-President

The vice-president, who may be called upon at any time to temporarily assume the place of the president, should make a thorough study of the president's duties and responsibilities, and be familiar with the work of the association. The vice-president does the following:

- ✓ Presides at meetings in the absence of the president or upon the inability of the president to serve.
- ✓ Assumes the duties of the president in the event of the president's resignation until the position is filled in accordance with the bylaws.
- ✓ Acts as an aide to the president and assumes responsibility for duties assigned by the president.
- ✓ Performs any other specific duties that may be provided for in the bylaws or standing rules.
- ✓ Represents the president upon request.
- ✓ May assume other duties as outlined in Local Unit's Standing Rules.

Secretary

The secretary is responsible for keeping accurate records of the proceedings of the association. The secretary does the following:

- ✓ Maintains an accurate record of PTA memberships as received from the membership chair or committee.
- ✓ Records all business transacted in each meeting of the association as well as meetings of the executive committee/board and presents the minutes for approval at the next meeting of that same body.
- ✓ Has on hand for reference at each meeting a copy of the local bylaws and standing rules; the agenda; the minutes of previous meetings, including treasurer's reports; a list of committees, including names of members of committees; and a list of the membership.
- ✓ In consultation with, and at the request of the president, may prepare in advance of each meeting a complete agenda, showing the order in which business should come before the group.
- ✓ Reads or distributes printed copies of the minutes of any previous meeting.
- ✓ Counts a rising vote when requested by the presiding officer.

- ✓ Acts as custodian of all records and promptly delivers all records to their successor.
- ✓ Completes online reporting of officers and any changes to officers list on Oregon PTA website.
- ✓ Sends copies of required documents to the Oregon PTA office.
- ✓ Certifies delegates.

May assume these additional duties:

- ✓ Conducts the correspondence of the association.
- ✓ Inputs newly elected officers names and addresses to the Oregon PTA website.
- ✓ Sends out notices of executive committee/board and general membership meetings.

Minutes

Minutes should contain records of all action taken by the group, including the exact working of every motion and the actions taken on the motion. The secretary or chair should request the maker of a motion put it in writing if the motion is long or involved.

The minutes should be as brief as possible and should be reported in the order in which the business is presented at the meeting. The action taken by the association, not what is said by individual members, should be recorded. The minutes should be entered in an official minutes notebook. ***If it's not in the minutes, it did not happen!***

Minutes of the previous meeting are read or distributed for approval at the opening of each meeting. The words "approved" or "approved as corrected" and the date of approval should be written at the end of the minutes of each meeting. The minutes are signed by the secretary and president.

Suggested Outline for Minutes

- ✓ Type of meeting – executive/board, regular, special, or annual.
- ✓ Name of association.
- ✓ Date, place, and hour of meeting.
- ✓ The names of all attendees. A note should be made in the minutes indicating any member arriving after the meeting starts or departs before the meeting is adjourned.
- ✓ State that a quorum is established as provided for in the standing rules.

- ✓ Statement concerning the minutes of the previous meeting – whether they were acted upon as read or as printed and whether they were approved as submitted or approved with corrections (list corrections).
- ✓ Report of the treasurer. Record highlights only and reference actual report as an attachment.
- ✓ Reading of communications.
- ✓ Report of officers, executive board, standing committees and special committees. When reports are in written form they may be recorded in the minutes as attachments and numbered.
- ✓ All motions and the name of each member who introduced a motion, but not the name of the person seconding (only that it was seconded).
- ✓ Action taken on each motion.
- ✓ Program topic, presenters, and brief description of program highlights.

Financial statements (year end and budget).....	10 years
Grant award letters of agreement.....	10 years
Insurance policies and certificates (expired)	3 years
Insurance records, accident reports, claims, policies, certificates (current).....	Permanently
Inventory (products and materials).....	7 years
Invoices	7 years
Journals.....	Permanently
Minutes books of directors & committees.....	Permanently
PTA charter.....	Permanently
Petty cash vouchers.....	3 years
Purchase orders.....	7 years
Record retention policy.....	Permanently
Sales records.....	7 years
Standing rules (current).....	Permanently
Tax exempt status documents.....	Permanently

- Application for tax exemption (federal and state)
- Letter of determination (recognition) of tax exempt status (federal and state)
- Group tax exemption documents
- Articles of Incorporation and CT 12
- Letter assigning IRS employee identification number (EIN)
- Form 990/990EZ and Schedule A, as filed with IRS State tax information returns, as filed
- Form 990T, as filed with IRS
- Correspondence with IRS
- Other information returns filed with government bodies
- Charitable Solicitation Registration

Trademark registrations..... Permanently
 Vouchers for payments to vendors, officers, etc. (includes allowances & reimbursements to officers, members, etc., for travel & other expenses)..... 7 years

Records Retention Schedule.

It is very important that certain records be retained. It helps to develop a records retention policy. Listed on this page are items that should be reviewed on a periodic basis and kept in a safe place.

Records to be Retained	Retention Period
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Accident reports & claims (settled cases)	7 years
Accounts payable records.....	7 years
Articles of Incorporation.....	Permanently
Annual audit reports.....	Permanently
Bank reconciliations.....	1 year
Bylaws, including all amendments.....	Permanently
Cash receipt records.....	7 years
Checks (canceled, see exception).....	7 years
Checks (canceled, for important payments i.e. taxes, special contracts, etc. checks should be filed with the papers pertaining to the transaction).....	Permanently
Contracts and leases (expired)	7 years
Contracts and leases still in effect.....	Permanently
Corporation reports filed with the Secretary of State	Permanently
Correspondence with customers or vendors..	1 year
Correspondence (general)	3 years
Correspondence (legal).....	Permanently
Duplicate deposit slips.....	1 year
Employee records (post termination).....	3 years
Employment applications.....	3 years
Equipment owned by PTA.....	Permanently

Treasurer

Please refer to the Oregon PTA *Money Matters* section of this *Officers' Manual* and the National PTA *Treasurer's Quick Reference Guide* for a complete description of the duties and responsibilities of the treasurer.

The treasurer, as the authorized custodian of the funds of the association, received and distributes all money as prescribed in the bylaws and standing rules and as authorized by action of the association, and should be bonded.

The treasurer works cooperatively with all officers and chairs to ensure money is counted, deposited immediately, and appropriate accounting is completed:

- ✓ At least two people should always be given the task of counting money, and both should sign a form verifying the amount. Money collected should be turned over to the treasurer with the form. The treasurer should deposit the money without delay. All bills are to be paid by check, never by cash.
- ✓ **It is required by our liability insurance policy that all checks be signed by two officers, usually the president and the treasurer.** A minimum of three signatures should be recorded with the bank so that any two officers may sign checks. Your bank may require only one signature; however, your PTA liability insurance requires two signatures. **No blank checks are to be signed by any person!**
- ✓ **Check signers must not be related or living in the same household.**
- ✓ The standing rules should require the treasurer present a written financial statement at each meeting of the association; the statement is then filed for audit. It is not necessary to approve the financial statement by motion or vote of the association.

The treasurer shall deliver to the auditors the following:

- ✓ Checkbook and cancelled checks
- ✓ Itemized statement of bills paid
- ✓ Bank statements through date of audit
- ✓ Treasurer's records
- ✓ Copies of current year meeting minutes
- ✓ Any other materials requested by the auditor, such as receipts

The treasurer's annual report and the auditor's report are read, usually at the first meeting of the year. The auditor's report is adopted.

Membership Dues

The local unit treasurer shall, by the dates prescribed by the state bylaws, remit to Oregon PTA a sum equal to the total of State and National dues collected from each member the previous month. This portion of dues should never be recorded as part of the local PTA unit income.

Legislative/Advocacy Chair

Local units should elect or appoint a legislative/advocacy chair. A legislative chair serves as a liaison between the Oregon PTA's Vice President for Legislation and the local unit. The legislative chair may help represent the local unit at local events and represent the local unit at statewide events such as Salem lobby days and legislative visits. The Legislative Chair may also distribute information from the state to the members and present issues at general meetings. Advocacy chair would also be responsible for updating the local unit social media accounts with information regarding legislative issues facing their community and being part of the Legislative Action/Education Reform Committee on behalf of their local unit.

No experience necessary, just a willingness to support and advocate for every child of Oregon.

Suggested areas of interest for the committee are attending school board meetings, making contact with

legislators, and inviting them to meetings. Also crucial to the success and education of the unit are public issue and candidate forums. The legislative chair may be asked to assist with local campaigns.

Please submit the chair's name via the officer's list.

Leadership at Meetings

Efficient meetings are the launching pad for PTA action. At meetings members set goals, choose programs, and decide how to make their voices heard in the community.

The president who learns to manage meetings well improves a PTA's ability to achieve its mission.

Don't schedule a meeting just because it has been the tradition to have a monthly meeting. Members want to attend a meeting with substance and are usually confident to have the executive committee/board make the day-to-day decisions in the best interests of the entire organization. Generally members don't come to meetings to hear reports and debate decisions which should be made in committee meetings. It is better to have three or four well-planned and well-attended meetings that provide some type of program or activity than to plan to meet every month and have a minimal attendance.

How to Conduct Meetings

The president chairs all meetings of the executive committee/board and general membership. The key to conducting productive meetings is to be well prepared. A president can improve meetings by keeping in mind the following points:

Before the Meeting

- Prepare and distribute or post an agenda in advance, with a starting and ending time.
- Be specific about topics and decisions to be made.
- Contact everyone who has a report to give, such as committee chairs, officers, student members of a PTSA, or school staff.
- Make sure materials and arrangements are complete for each item on the agenda and you have everything you need on hand.

During the Meeting

- Start on time.
- Quickly review the agenda, adding items if necessary.
- Follow the agenda.
- Occasionally summarize as the discussion progresses.
- Give everyone a chance to participate.
- At the end of the meeting, restate the decisions reached and the assignments made.

After the Meeting

- Make sure the minutes are sent out promptly.
- Follow up on assignments made and programs initiated.

Sample Agenda

- ❖ **Call to order**
- ❖ **Opening ceremonies** – A flag ceremony, inspirational message, or introduction of attendees may be included. (Optional)
- ❖ **Approval of minutes** – As written or read; with or without corrections. (Minutes do not need to be read out loud) (Required)
- ❖ **Treasurer's report** – No motion is needed unless it is the report of the final audit. The report is for information and is "filed for audit." (Required)
- ❖ **Correspondence** – Written forms of communication shared; read by the secretary and acted upon if required. (Optional)

- ❖ **Report of the executive committee/board** – A summary (not the minutes) of action is read for the information of the members. Any recommendations should be voted upon one at a time, as with any other motion.
- ❖ **Reports of standing committees and special committees** – Summary of progress. If there is a recommendation, it is voted upon as with any other motion. Coming from committee, the motion does not require a second.
- ❖ **Other reports** – These could be from staff, students in a PTSA, Council, principal, senior citizen, or other special volunteer.
- ❖ **Unfinished Business** – Business carried forward from the previous meeting. (Required)
- ❖ **New business** – the chair or members bring new business before the association. A motion is necessary before discussion and vote. (Required)
- ❖ **Program** – The president introduces the program chair and/or presenter. (Optional but recommended)
- ❖ **Announcements** – the date of the next meeting and other important activities should be announced.
- ❖ **Adjournment** – Is there further business? The meeting is adjourned.

Parliamentary Procedure

Though it can seem cumbersome at first, parliamentary procedure is simply a set of rules for conducting an organized meeting. Following parliamentary procedure lets PTA accomplish its goals fairly, while protecting all members' rights. This is democracy in action. The basic principles of parliamentary procedure are these:

- Consider one thing at a time.
- Ensure justice and courtesy for all and partiality for none.
- Follow the rule of the majority.
- Preserve the right of the minority to be heard.

Eight Steps to a Motion

Only members are qualified to make motions, discuss, and vote.

- Obtain the floor – A member addresses the chair.
- Assign the floor – The chair recognizes member.
- Make a motion – The member states: I move that.....

- The motion is seconded – Another member states: I second the motion. If there is no second the motion is lost. Motions coming from a committee do not require a second
- Chair states the motion – It has been moved and seconded that... (state the motion exactly as made)
- Debate or discussion – Chair asks: Is there any discussion?
- Vote – It has become more effective to work towards group consensus, although an actual vote may be necessary to complete business.
- Chair announces result – State the outcome of the decision.
- Amendments – Before the vote is taken on a motion it may be amended by:
 - Inserting or adding words
 - Striking out words
 - Striking out words and inserting others in their place
 - Substituting one paragraph or another motion for the original.

- Committee's Job Description.
- List of committee members with addresses, phone numbers, and email addresses.
- Predecessor's records and final report with evaluation and recommendations.
- Pertinent state and National PTA information.
- Name, address, phone number, and email address of State Board counterpart.
- Bylaws and Standing Rules.
- Copy of approved Plan of Work/Action Plan.
- Copy of approved Budget for committee.
- List of potential volunteers.
- Copies of reports to membership.
- Copies of publicity, if applicable.
- Minutes of committee meetings.
- Copies of final reports, evaluations, and financial statements.
- Copies of contracts, etc.
- Applicable materials from workshops or convention.
- Planning calendar.
- List of sources and contacts.
- Copies of relevant sections of the Oregon PTA Officers' Manual or National PTA Annual Resources for PTAs.
- Other materials helpful to committee.

Awards

Be sure to look in the Awards section for information on Leadership Awards!

Developing a Procedure Book

Every PTA officer and committee should have an established Procedure Book.

The primary function of a Procedure Book is to provide a record of previous work, useful materials, and information relevant to a specific job. Procedure Books are passed on from one administration to the next, eliminating the need to redevelop important information and materials.

A three-ring binder is useful for the Procedure Book, since materials may be removed and added as desired.

The contents of a Procedure Book will vary according to the particular job. The following list of "basics" should be included in every committee's book:

For future reference, date all materials as they are added to Procedure Books.

The information in Procedure Books should be kept intact. If segments of the book are useful to other committee or individuals, those segments should be copied, not removed from the book.

Procedure Books are the property of the local unit and must be returned to the Executive Committee/Board upon completion of the term of office.