



## EXECUTIVE BOARD

## CO-PRESIDENTS

PURPOSE: TO LEAD THE PTSA

### April

- PTSA General Meeting – Election of new officers
- In-coming officers attend North Fulton Council of PTAs Leadership Training Conference

### May

- Installation Luncheon – planned by out-going Co-Presidents.
- Have PTSA secretary complete and mail state PTA form listing new officers before June 1. State PTA sends form to outgoing Recording Secretary.
- NFCPTAs Presidents' Luncheon. Incoming and outgoing Co-Presidents attend with principal. Principal pays for this luncheon.
- Attend Georgia PTA Annual Convention.
- Confirm grocery scan cards have been ordered for next school year.
- Graduation Support
- Ask PTSA chairs and VPs to begin putting together budget requests for upcoming year and work on a tentative budget.

### June

- Meet with Principal early June to review dates for school events, talk about changes, improvements, new ideas, expectations. Dates needed for:
  - summer mailing in July
  - teacher breakfast during pre-planning for membership push
  - freshman orientation and senior parents meeting in August (PTSA speaks to parents; membership chair attends)
  - open house dates in August (Principal sets dates; PTSA to send ENN)
  - Hospitality support
- Contact person handling ads for Student Directory (or ask VP to make the contact) to ensure that she is soliciting ads during the summer.
- Prepare for summer newsletter and summer membership mailing. Membership Committee should be putting Membership form together for presidents' approval. Newsletter editor and co-presidents should meet with principal to discuss expectations. Editor should be selling ads and making deadline schedule.
- Organize PTSA office at school.

### July

- Attend Georgia PTA Leadership Training Conference. PTSA cards and state notebooks are distributed. This notebook contains all forms needed throughout the year.
- Have Treasurer contact VPs with previous year's budget for their committees. VPs should be contacted to get in touch with their committee chairs to think about programs and budget.
- Send out summer mailing. Ten – 15 volunteers are needed to fold, stuff, and mail letters. Secretaries prepare all copied, provide envelopes, mailing labels and stamps.

- Write letter to staff encouraging them to join PTSA. This letter should be in teachers' mailboxes the first day of pre-planning.
- Meet with VPs and Treasurer to finalize budget proposal. This will greatly shorten the budget process for the first Board meeting in August.
- Close out books and get audit.
- Create board notebooks.

#### August

- Put together monthly Board meeting and General Meeting schedule and coordinate space needs with principal. (There should be at least three general meetings each year: The first is a meeting during Open House to approve the budget, the second is a meeting during the winter to approve the nominating committee, and the third is a meeting in May to elect next year's officers.)
- First Board meeting – budget proposal and board handbook
- Schedule monthly meetings with principal.
- Review website; ask board members to update.
- Directory chairperson should be in touch with printer about price and timing (typist will receive student info from school after the 10-day count).
- Work on front-end info for Directory.
- Contact Guidance Department Chairperson for following dates:
  - Freshman Parents' Night
  - Senior Parents' Night
  - Curriculum Night
- General Meeting –Open House – budget approval by the general membership.
- Distribute copies of the budget. Inform membership that audit of the PTSA books was done and everything is in order. Recording Secretary should take minutes of this meeting.

#### October

- Principal's luncheon – PTSA pays for this luncheon. Purchase boutonniere/corsage for principal and Assistant Principal if one attends.

#### December

- Holiday luncheon if so desired.

#### January

- Schedule a second General PTSA meeting.
- Attend Georgia PTA workshop on report writing.
- Begin Priority report writing with Presidents-elect and selected committees – In the past, reports had to be postmarked no later than February 28.

#### February

- Reports due at the end of the month. Very specific criteria. Important that rules are followed. See Notes.

### Every month

- Review the calendar of events monthly to ensure that committee chairs are up to speed on their events.
- Keep up with dues, donations, reports.
- Check the mail when in the building.
- Council and District meetings scheduled throughout the year.
- Make phone contact with each VP at least monthly and ask them to do the same with each of their chairs.
- Contact all board members with a reminder of the next meeting and ask who wants to be included on the agenda.

### **NOTES**

#### General Meetings

General Meetings must be announced – do this at first General Meeting and in the newsletter and on the web site. If a special General Meeting is needed, 3 days notice must be given.

#### Directory

Directory is for use by AHS parents/guardians/students/staff. Copies should not be given to business partners or advertisers. Copies are given to front office and guidance office secretaries. Teachers no longer receive a Directory since all information is available through FCSS database. Membership form should include an opportunity for parents to opt out of the Directory. Also announce the opt out option at General Meeting and in the first issue of the newsletter.

#### Nominating Committee

Suggest that you put this on the agenda for January (General Meeting). Election of officers is in April, installation is in May. See bylaws.

The Parliamentarian position is appointed by the Co-Presidents and coordinates committee.

The responsibility of this committee is to fill open officer positions and ask committee chairs if they want to continue next year.

All officers can remain in a position for 2 years.

#### Notebooks

Presidents will receive one copy of each of the following:

NFCPTAs Directory and Handbook

National PTA Annual Resources for PTAs

Georgia PTA Leadership Handbook

All notebooks should be read in their entirety; however, the Georgia PTA notebook is the most important. All forms are included in this notebook. Notebooks will include dates of the year's events, contact info and info to be used in letters or articles in the school newsletter.

Items received on a monthly basis:

Georgia PTA – The Voice newsletter

National PTA – Our Children magazine

NFCPTAs – North Fulton Council News newsletter