

# Your Executive Board: Playing by the Rules

DCCPTA Fall Leadership Workshop September 28, 2013  
Ann Gipalo and Margaret Godke

What will be your greatest challenge this  
upcoming year?

"Education is the ability to listen to almost anything  
without losing your temper or self-confidence." Robert Frost

## PTA Purpose

- \* To promote the welfare of 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 build close relationships between home and school so that parents and teachers may cooperate in the education of children and youth.
- \* To develop united efforts between educators and the general public to secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

### TODAY –

- Planning -- calendar development and goal setting
- Maximizing your meetings
- Volunteers
- *Bylaws* and standing rules
- Role of the secretary
- Resources

## Key term:

The executive board –

- officers of the association,
- the chairs of standing committees,
- principal or a rep appointed by him/her,
- one student, if PTSA (at least 1)

NOTE: The chair of each standing committee shall be selected by the officers of the association.

## Early Planning

- \* Hold a post-election orientation. Make sure all board members know their legal and ethical responsibilities and that each member has a job description, Page 1 of the Procedure Notebook.
- \* Set goals for programs, volunteers, membership and ways and means [or whatever matches the VPs];
- \* Develop calendar including 3 (minimum) General meetings

## Setting Goals

- \* **Assess** the needs of your school community by communicating with the principal and teachers. Conduct a survey of all parents to find out what they want and need, as well as who they are.
- \* Develop **objectives** for actions based on the results of your needs assessment.
- \* Propose your **plan** for meeting the objectives at a board meeting. Vote on the adoption of the plan and incorporate your PTA's goals into your annual calendar.
- \* Create budget and a plan to **raise funds to support your plan** of work and achieve your goals.

## Calendar Development

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>* Get the dates from your school for important standing events – registration, Open House, DCPS dates</li> <li>* Schedule 3 General Meetings for budget approval, electing the nominating committee and electing officers</li> </ul> | <ul style="list-style-type: none"> <li>* Schedule board meetings at the convenience of the board members</li> <li>* Enter important PTA dates – fundraisers, family nights, Founder's Day, Take Your Family to School Week and Teacher Appreciation, others</li> </ul> |
|---|--|

## Maximize your Meetings

- \* Best time and location
- \* Agenda building – unfinished business - check minutes; motions: committee should come prepared with motion, no second required – then discussion
- \* Circulate e-documents 3 days prior to meeting: agenda, minutes, treasurer's report and bank statement

## Parliamentary Procedure -- a set of rules for conduction an organized meeting

- \* Considers one item at a time
- \* Extends courtesy to all and partiality to none
- \* Decisions made by a majority vote
- \* Allows the minority opinion to speak

Source - <http://www.pta.org/members/content.cfm?ItemNumber=3090>

e-learning library Parliamentary Procedure

## Volunteers – Why?

### Important Benefits

- \* Parents are more involved with their children's education.
- \* Parents are more informed about the school's activities.
- \* Volunteer hours may qualify PTA and school for award recognition.
- \* Students, teachers, staff, school, and community success.

## Volunteers – How?

- \* **Define needs** – when and how many
  - \* **Recruit, recognize and promote**
  - \* **Communicate often** – Ex: [my-pta.org](http://my-pta.org)
- Boards grow stronger when they consistently recruit new members and leaders.

## Volunteer Screening

### **Become a volunteer in three easy steps:**

- \* Go to <http://www.duvalschools.org/> then to the “Community” TAB then to “Volunteer Information”. Click on the [online volunteer application](#) link.

Please allow a two week turn-around for processing.

## *Bylaws – govern entire membership*

- \* Must be current – 3 years from stamped approval date
  - \* If expired – not eligible for awards
- \* Procedure for review/renewal
  - Committee reviews:
    - Articles with \*\* must not be changed.
- \* If no changes are recommended fill out current form, notify membership, and send two copies for approval
- \* If changes are recommended, take to board and then to membership after 30 days notice. Send for approval.
- \* Be sure to fill out affirmation box on top left corner of first page.

## Where to find *Bylaws* forms...

- \* Bylaws forms can be found on the state website: [www.floridapta.org](http://www.floridapta.org)
- \* Or from Betty Marty [bylaws@dccpta.org](mailto:bylaws@dccpta.org)
- \* Post approved *Bylaws* on your website

## Developing Standing Rules: to guide the work of officers

- \* Form a committee, of at least three people.
- \* Develop the rules (never in conflict with your *Bylaws*) - using the *Bylaws* as an outline, with meeting minutes as resource material
- \* Present to the board for approval by a majority vote.
- \* Upon approval, make sure each board member has a copy.
- \* Do **not** post to website unless in a Board only section



## Secretary

- \* Keeps an accurate record of the proceedings of association meetings. These records are the permanent history of the PTA. The secretary should be committed to helping the president conduct a businesslike meeting.
- \* Records minutes of PTA meetings, with special attention given to motions (recorded exactly as stated) and action taken.
- \* Keeps secure official, permanent PTA records, including all originals of approved minutes
- \* Maintains a copy of current bylaws and standing rules, as well as the membership list

## Secretary brings to all meetings:

- \* Minutes of the previous meeting
- \* Copies of the previous treasurer's report
- \* List of unfinished business to be discussed
- \* Agenda
- \* Current bylaws and standing rules
- \* Current membership list
- \* List of committee chairs
- \* Materials for note/minute taking

## What Media are O.K. to Take the Minutes?

- \* **ON PAPER:** Your choice – spiral notebook or composition notebook.
- \* However, **ONLY** the final\* typewritten, approved minutes of the meeting should be kept in your 3-ring binder as the permanent record of your PTA.
- \* \*If changes to the minutes are made at later meetings – those changes must be made as instructed on slide 26.
- \* Handwritten notes are no longer retained and are not part of the final association records.

## What Media are O.K. to Take the Minutes?

- \* **ELECTRONICALLY:** On a laptop or tablet computer.
- \* **However:** We recommend using a **digital voice recorder\*** as a **backup**. You must obtain the permission of all members present at an Executive Committee or a Board meeting before recording; but recording a General meeting of your association does NOT require approval from the members to record.
- \* \* But then you may want to consider taking written notes as a backup to the voice recorder – in case you forget to turn it on...
- \* At the end of the year, **create a digital copy** of all of the minutes from all of the meetings held that year. Keep the digital copy in the Recording Secretary's 3-ring binder procedure book.

## Approval of Minutes:

- \* **Read the minutes of any previous meeting when called upon to do so.**
- \* **Email:** Copies of the association minutes may be Emailed to each member in advance to expedite approval at a board meeting.
- \* **Newsletter:** Association minutes may be published in the PTA/PTSA newsletter. If your local unit's newsletter is created/distributed by the school, **only a summary of PTA Association actions is printed.**
- \* **Prior Review:** With approval of the association, the minutes can be approved without reading them before the assembly if everyone has had a chance to review them in advance.

## Prompt action!



- \* Prepare the minutes and email a draft copy to the president for approval as soon as possible after each meeting.
- \* It is easier if you begin the next day or the same day.
- \* Complete them within 7 or 8 days. This is a reasonable amount of time.
- \* When the President approves the minutes you can email the draft to the other board members for proofreading.

## What belongs in a set of minutes:

Keep minutes brief and to the point. Minutes contain a record of what the group did, with action recorded in the order it took place. Do not record opinion and discussion.

Do record:

- Type of meeting (regular, general, executive, special, annual).
- Name of the association.
- Date, time and place of meeting.
- List of persons in attendance and excused absences.
- Presence of president and secretary, or in their absence, the name of their substitutes.
- Name and title of presiding officer. Reading and action on minutes of previous meeting – whether read and approved/corrected.



## “What belongs in a set of minutes”

Continued:

- \* Summary of Treasurer’s Report: (1)Beginning balance, (2)receipts, (3) disbursements and (4)ending balance as of the date of the meeting. (Attach Treasurer’s Report in full)
- \* Attach important reports such as budget
- \* Record all motions voted upon, points of order and appeals, the name of the member who made the motion, and whether the motion carried or lost (no name of the seconder)
- \* Record results of any election and votes cast
- \* Brief notation of program topic, names of participants, important points covered
- \* Time of adjournment
- \* Signature of secretary



## What does **not** belong in the minutes:

According to Roberts Rules of Order, the minutes should **NOT** contain:

- The secretary's opinion on matters.
- The seconds of motions.
- Any withdrawn motion.
- A summary of the remarks of the guest speaker.

## Corrections to the Official Minutes:



- Make all corrections directly on the printed official minutes.
- Corrections to the minutes are made immediately following the reading of the minutes, during the time specified on the agenda for minutes, or at any subsequent meeting when errors are discovered.
- The current minutes shall reflect that a correction was made.
- In the master copy of the minutes, the secretary circles the incorrect words with a pen and places the correction in the margin of the bound minute book.
- Corrections must be dated and initialed. Only the group that created the minutes (executive committee, executive board, association) may correct them.

## Sample Motion Form:

FLORIDA PTA  
**OFFICIAL MOTION BLANK**

CARRIED   
 LOST   
 GAVE

I Move \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

COUNCIL OR PTA NAME \_\_\_\_\_ MEMBER OF THE MOTION \_\_\_\_\_  
 TOWN \_\_\_\_\_ RECORDED BY \_\_\_\_\_  
 BOARD OF DIRECTORS  PRESIDING OFFICER \_\_\_\_\_

### \* MOTIONS:

Bring blank motion forms with you to every meeting. Each motion must be written out and the motion and results of the vote are recorded in the minutes.

### \* BALLOTS:

Also be prepared to help count a rising vote and bring blank paper with you for ballots. Results of the vote are recorded in the minutes.

## How will you rate?

### Board members ...

- \* are actively involved in decision-making and planning.
- \* are encouraged to participate in discussion during meetings.
- \* come to meetings prepared and on time.
- \* see themselves as part of a team.
- \* are respectful toward each other.
- \* act as advocates for their PTA.

## How will you rate?

### Board meetings are ...

- \* regularly scheduled and dates planned in advance.
- \* not dominated by one person.
- \* orderly and are completed in a reasonable amount of time.
- \* effective and results-oriented.

## Resources

- \* [www.pta.org](http://www.pta.org) President's Quick Reference Guide
- \* [www.floridapta.org](http://www.floridapta.org) TAB Running Your PTA
- \* [www.dccpta.org](http://www.dccpta.org) TAB Resources

