

PTA PRESIDENT....CEO OF YOUR NON-PROFIT ORGANIZATION

- ♣ Three questions should be asked when making a decision:
 - 1) Will this benefit ALL of the children and their families?
 - 2) Does it represent the mission of the PTA?
 - 3) Does this violate the unit's bylaws, standing rules or code of ethics?
- ♣ The President cannot make decisions for the PTA based on her/his best interest, her/his child's best interest, or the interests of a few. Always consider the objectives of the PTA and what is best for ALL children. KEEP THE BIG PICTURE IN MIND AT ALL TIMES. A broad view is best.
- ♣ The **"buck stops with you."** The PTA President often "sets the tone" for the organization. Open communication, clear objectives, the ability to listen, and an open mind are all very important to the success of the PTA unit.
- ♣ It is of utmost importance to protect the organization's charter and 501(c)(3) status. The PTA President must be well informed of all unit activity, especially that of the Treasurer.
- ♣ Be involved with your committees. The PTA President must approve all committees' plans of work and planned projects BEFORE they happen. Committee plans should be realistic. However, be open to new ideas.
- ♣ As President, you are providing a SERVICE to your school. This is **not** a power position.
- ♣ Your bylaws govern your PTA. Your standing rules guide your board---these are your officer job descriptions, committee descriptions, and standard operating procedures (SOPs).
- ♣ Have a procedure in place for bounced checks. Bounced checks, unintentional or not, cost your PTA money.
- ♣ Establish a system for all information that will be printed. The PTA President and Principal must approve all printed material distributed to students/parents. Proofread EVERYTHING that goes into print. It should look professional and appropriate. Correct representation of the school, the PTA, and the school system policies is a MUST!
- ♣ The principal should NOT run your PTA. The PTA is a separate legal entity. However, the principal should be invited to attend executive committee and board meetings. His/her input and support are vital!!
- ♣ Remember that you are invited by the principal to have a PTA at the school. This is a team effort, so a good rapport is very important. Although you might not always agree, don't think that you, as PTA President, have the power to force the principal to your point of view. It is in everyone's best interest to find a compromise.
- ♣ When speaking publicly, you must represent your PTA's views, not your own. Most of the time, when the press or public wants to hear your opinion, there is an election or a controversy involving your school. You need an adoption of the general membership to represent the PTA on these issues. Absolutely no endorsements!! Other times, the press may just want to know how school is going, if your school is overcrowded, etc.---this is a good time to do a little PR work. Again, you are representing your school and the PTA.
- ♣ Most importantly.....Your family comes first!! Do NOT become so overwhelmed with your role in the PTA that you can't find time to spend with your family. Make sure that your board and volunteers keep this in mind also. Delegation is key for you. Breaking jobs into smaller "portions" will help to recruit and keep your volunteers.