



PTA Helpful Hints

- Use the WSPTA as a resource (website and office staff) www.wastatepta.org
- Take advantage of Regional and State trainings
- Legislative Activities – Legislative Assembly (Oct) and Focus Day (Feb)
- Service Activities (provide services to students and their families) vs. Fundraising Events (money making event)
- Standing vs. Ad-Hoc Committees - Standing Committees (1 vote per committee) always attend Board Meetings, Ad-Hoc Committees (non-voting) attend Board Meetings the month before their event, the month of their event, and the month after their event
- President only votes in a tie
- Budget – (know and understand the budget for your committee – plan early in the year so it can be adjusted if needed)
- Use your committee's predecessor(s) as a resource and plan on training your successor.
- Please make an inventory of your supplies for our permanent records (if applicable)
- Make contact with your volunteers as soon as possible, even if your event isn't for a while. Give your volunteers ample notice when asking for help. Thank your volunteers.
- Turn in your expense report within 2 weeks of your event; you must ALWAYS have receipt(s).
- Don't impose work on teachers (i.e. give them information all ready to go rather than just instructing them).
- Give a copy of all fliers to the secretaries before distributing.
- Submit newsletter articles as pertinent and by the deadlines.
- Do what is expected of you – Read the Board of Director Responsibilities sheet and your committee job description. You have leeway to make changes and do things differently, but do the basics and get approval from the board for major change. Also, if you can't fulfill your obligations, ask for help (if you don't do it, then someone else will probably have to do it for you at the last minute).
- You always need two PTA members to count money (and not a spouse).
- Pleasant Valley PTA logo must go on anything that the PTA sends out.
- PTA cabinet at PVP with folders/supplies
- PTA drawer at PVM with supplies
- PTA copier code is **0370** and should only be used for a few copies. All big orders go to Office Depot
- We carry insurance.
- We have a bank account that requires two signatures.
- We have a locked cabinet for permanent records.
- We have a P.O. Box. Address is 13023 NE Hwy 99, PMB 291 Vancouver, WA 98686
- We get a gambling license each year (which has rules as to how our raffles can be conducted).
- A membership may be bought for another person with their permission.
- Encourage people to join PTA.
- Encourage people to join the board. Be on the lookout for future committee chairs.
- Fundraisers / Grants – anyone can do.
- Procure for the Auction – it's our largest fundraiser.

Regarding Meetings:

- Alert President ahead of time if you want to be on the agenda.
- Read minutes and call ahead of time with changes.

- Please come to meetings ON TIME
 - It is the only time we are all together to discuss business
 - It is to your benefit to be informed
 - We need quorum to do business (50% plus 1)
 - When reporting, please be succinct and do not get into the details or a discussion of your committee (be courteous of other's time)
 - If you are not willing to voice your opinion at a meeting, then don't talk about it outside the meeting.
 - When a decision is made at a meeting, support it (even if you disagree with it).

- There is parliamentary procedure followed at our meetings:

Make a motion

Motion 2nd

Speak to the motion

Discussion (if this goes too long, a person may move to "ask the question" to end the discussion)

Reread motion

Vote

(Also, if we get off task, a person may ask for "point of order")

- During a meeting, the President can only speak to a motion if they pass the gavel (which means that EC member cannot vote now).

Believe in yourself! Feel comfortable to bring up ideas, questions, concerns, no matter the reaction of others; and please be open-minded when people bring up new ideas. Remember, our country is great because of those individuals who have had the courage to speak up (and even risk death).

"Unless someone like you cares a whole awful lot, nothing is going to be better. It's not!"

-Dr. Seuss