

PTA Annual Checklist – Roadmap to Success

Upon Election - May/June/Summer

- Work with predecessor to understand president responsibilities.
- Assure that roster of elected officers has been submitted to council (if in council) or district PTA.
- Review bylaws, *Toolkit* and insurance guide.
- Check out council, district, state and National PTA websites.
- Attend California State PTA convention.
- Attend officers/chairmen training provided by your District PTA.
- Begin to attend council meetings (if in council).
- Watch for California State PTA and National PTA summer mailings.
- Appoint parliamentarian/chairmen, work toward filling open board positions.
- Assure officers/chairmen receive a copy of the bylaws, procedure books and computer files.
- Begin to plan for next year, meet with board-elect to review/establish mission statement and set goals.
- Review programs; determine those to continue, discuss possible new ones.
- Prepare for back-to-school activities such as kindergarten meet & greet event, membership drive and reaching out to develop volunteer base.
- Prepare and have approved by association preliminary budget, obtain authorization for summer expenditures, ensure plans are in place to wrap up unit business prior to/directly after end of school year.
- Ensure end of year audit and annual financial report are completed.
- Review California State PTA and National PTA summer mailings once received.

Late

August/September/October

- Meet with principal to review plans and confirm calendar.
- Meet with executive board to review and finalize plans and budget for the year, review bylaws.
- Ensure your PTA will have multiple opportunities to interface with the school community such as kindergarten orientation, classroom postings, first day of school, and Back-to-School Night.
- Work to fill open board or chairmen positions.
- Prepare for the first association meeting; remind officers of their roles in the meeting. Secretary needs to have minutes from prior association meeting for approval. Treasurer needs to present budget and treasurer report. Auditor needs to present audit of the preceding fiscal year.
- Hold monthly executive board meetings and association meetings per bylaws.
- Attend monthly council meetings (if in council). Submit Annual Financial Report, year-end audit, budget, any roster changes.
- Remind treasurer to remit membership per caps monthly with proper paperwork.

November/December

- Hold monthly executive board meetings and association meetings per bylaws.
- Attend monthly council meetings, remind treasurer to remit membership per caps monthly.
- Ensure Federal and CA State taxes are filed.
- Ensure RFF-1 gets filed with annual fee.
- Review new insurance guide when received in mail.

- Remind treasurer to submit insurance payment and Workers Compensation form.
- Recruit, then elect nominating committee at association meeting if next association meeting is later than January.

January/February

- Hold monthly executive board meetings and association meetings per bylaws.
- Attend monthly council meetings, remind treasurer to remit membership per caps monthly.
- Ensure July-Dec audit is completed, present to association for adoption, submit to council.
- Prepare council mid-year report and check list, submit on time.
- Recruit, then elect, nominating committee at association meeting.
- Honor volunteers at Founders Day program, invite award recipients and principal to attend council Founders Day event in February.
- Begin planning for convention representation, register delegate(s).

March/April

- Conduct election of officers at the annual meeting.
- Hold monthly executive board meetings and association meetings per bylaws.

- Attend monthly council meetings, remind treasurer to remit membership per caps monthly.
- Within one week of election, submit roster of officers plus membership and Reflections Program chairs.
- Work with the historian on the California State PTA Annual Unit Report and prepare council year-end report and check list, submit on time.

May/June/Summer – repeat May/June/Summer if continuing as president.

If not ...

At end of term

- Begin to work with the president-elect once elected to ensure smooth transition.
- Invite president-elect to accompany you to council meetings.
- Ensure president-elect receives training at convention and/or district training; strongly encourage attendance by incoming board members, membership and Reflections Program chairmen.
- Present procedure book and computer files to pres-elect; follow up with officers/chairmen for same
- Be available to give advice when asked.