

PTA Leadership Transition

Keys to a Smooth Transition

- Finish the term.
- ~ Do not stop fulfilling the duties and responsibilities of the position simply because a successor has been named.

- Complete any final responsibilities.
- ~ Complete the Annual Unit Historian Report.
- ~ Update your procedure book.
Remove old, outdated materials.

- Send your successor's name to council/district PTA.

- Meet with current board to evaluate the term.
- ~ Review successes and include recommendations for next term.

- Meet with your successor
- ~ Review expectations, duties and responsibilities of the position.
- ~ Review your procedure book.

- Invite your successor to a current board meeting (if not already a member) and to council and district PTA meetings.

- Provide your successor with dates for the California State PTA Convention and other training opportunities.

- Turn over all PTA materials that relate to the position.

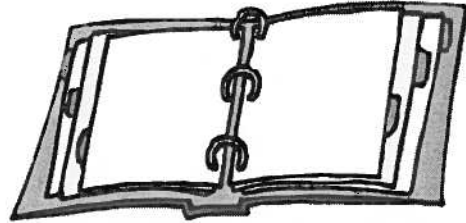
- Let go of the position gracefully.



Things to turn over during transition

Resources

- **Procedure book** should include the items in the categories below, job description from *Toolkit* and bylaws/standing rules, *The Communicator* and newsletter articles pertaining to the position.
- Toolkit (hard copy)
- *Parents Empowering Parents (PEP) Guide*
- *PTA in California* (past issues)
- *The Communicator* (past issues)
- CD of convention handouts
- *Insurance Loss and Prevention Guide*
- National PTA's *Quick Reference Guides*
- *Our Children* magazine (past issues)
- List of where things are stored and passwords for electronic media (storage facility, mailbox, internet service provider, electronic newsletter service, etc.)



Contact information

- Current, outgoing board list (and previous year's lists)
- Copy of nominating committee report
- Contact information for district PTA and council PTA (if in council)
- Names and contact information for school districts, county office of education, any allied agencies in the area
- List of relevant websites

Data and reports

- Calendar of due dates for current year
- Membership totals for current year and several previous years
- Annual unit historian reports (with supporting pictures, etc.)
- Reports and samples/fliers of invitations and other materials/programs from any events or programs

Financial

- Budget for current year and previous two years
- Audits for at least one year (and finalized arrangements for summer audit)
- Year-end financial report (arranged for)
- List of governmental assigned numbers: Federal employer identification number (EIN), California state entity number, California charitable trust number, etc.
- IRS *Form 990s*, California *Form 199s*, California Registry of Charitable Trust RRF-1s, and other legal filings (as part of the permanent records)

Communications

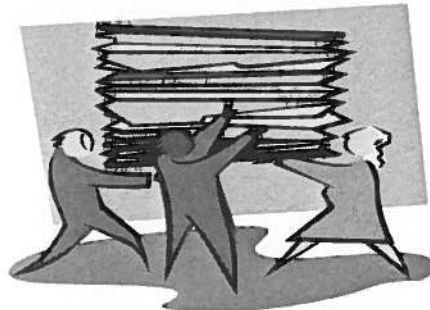
- Copies of all newsletters for the past year
- Agendas from meetings for past year
- Copies of minutes from past years (as part of the permanent records) Bylaws
- Copy of current bylaws and standing rules

PTA BOARD-ELECT ACTIVITIES

PTA bylaws provide that, following election of officers, the board-elect may meet to begin making plans for the next term.

Activities of the board-elect may include:

- **Register president-elect** and other delegates to attend the California State PTA Convention.
- **Fill vacancies** in office.
- **Determine PTA materials** needed for officers/chairmen. Consider ordering extra subscriptions and publications.
- **Distribute copies** of bylaws and job descriptions.
- **Ratify appointments** and begin goal setting and planning.
- **Set goals** and plan activities to implement those goals.
- **Prepare a master calendar** for PTA events and programs. Be aware of school district calendar and special holidays.
- **Appoint budget committee.**
- **Set appointments** to meet with current board members. Review evaluations of current term activities. Arrange for transfer of materials.
- **Set time** to meet with site administrator.
- **Schedule** an installation of officers.
- **Order membership envelopes.**
- **Provide assistance,** if needed, to have audit conducted.
- **Provide council/district PTA** with roster of new board members by the directory deadline.



Eight steps to a motion

1. Member addresses the chair:

"Mister/Madame President"

2. President recognizes the member:

"Yes, Member..."

3. Member makes the motion:

"I move Sunshine PTA sponsor...."

4. Another member seconds the motion:

"Second"

5. President places the motion on the floor by repeating the exact words:

"It has been moved and seconded Sunshine PTA sponsor...."

6. Members debate the motion

7. President restates the motion and asks members to vote:

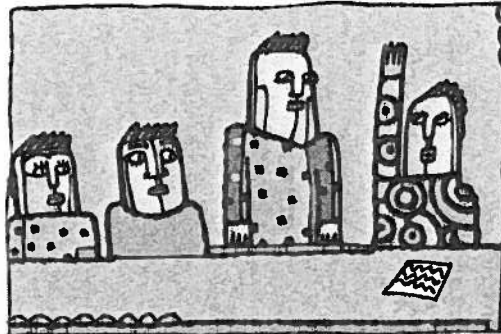
"Are you ready to vote? All those in favor of Sunshine PTA sponsoring...say 'Aye.' Those opposed to sponsoring ... say 'No.' "

8. President announces the result of the vote:

"The ayes have it and Sunshine PTA will sponsor ..." or

"The no's have it and the motion has failed and Sunshine PTA will not sponsor. ..."

"The next item of business is. ..."



When making motions one always says *"I move. ..."*

It would be inappropriate to say *"I make a motion. ..."*

Or *"I would like to make a motion to..."* Or *"I motion that. ..."*

The 'friendly' amendment

You may have attended a meeting where a member has made a motion and another member offers,

"I want to make a friendly amendment."

The second member is asking permission to amend the first member's motion. Once the motion is on the floor – after the second and the president or chairman has restated the motion – the motion belongs to the group and not to the member who made the motion.

Any motion to amend a motion depends on the group by virtue of the required second, not the permission of the person who made the original motion.

What the friendly maker should do is simply state, *"I move to amend the motion by. ..."*

When the president asks if the member would like to speak to his/her motion, then the maker of the amendment can present the reasoning for the amendment.