

Houston ISD Council of PTAs Fall Training

Class Descriptions

Session 1

Treasurers 1 – The Nominating Committee called and in a weak moment, I said yes! Now what do I do? The process of budget presentation, financial reports, bank reconciliation, fundraisers, tax-free events, reimbursements, deposits and more will be covered. Be informed about the importance of PTA Money Matters and get ready to have individuals begging to be on the audit committee! This class is not just intended for Treasurers, but for anyone who has check signing authority or responsibility for either earning or spending over \$1,000 of the PTA budget. Recommended for new treasurers, presidents and new officers.

Presidents- Calling all presidents. Come to the presidents' round table. Say good-bye to our outgoing council president and hello to our incoming council president. Bring your questions and concerns. Get your year off to a great start!

Membership – Did you know that membership normally handles Life Members? What are Life Members? See the forms that you will need to get your membership registered at state, ways to bring in more members and all the facts you need to know.

Environmental- Beautification, energy and environmental protection – the environment affects our mental and physical well-being. Learn and share with others about developing programs and projects that will enhance the beauty of the school and community, and encourage environmental education for students and the general public.

Parliamentary Procedures – Want a smoothly run meeting? Learn basic parliamentary law and matters of procedure. Recommended for parliamentarians and new officers.

PTA Board Basics – how is a meeting supposed to be run? What is a bylaw? Do I make a motion or move it? The basics of what is involved in being in PTA.

Secretary - Secretaries are not just pretty handwriters anymore! This workshop goes over the basic procedures for secretaries, such as Plan of Work, what goes in the minutes, rudimentary parliamentary procedure, how to prepare for meetings, and what the job entails with a few surprises thrown in.

Newsletter & Communications – Would you like to learn how to keep your membership informed about what your PTA (local, council, area and state) is doing? Come to this workshop and discover how to create and publish an e-newsletter as well as subscribe users. In the process, your membership numbers will increase! Information about media contacts will also be shared.

Session 2

Arts In Education (Reflections, etc.)- Learn more about the “Reflections” program (how to set it up at your school, the theme, judging, deadlines, etc.) and about arts in education throughout the year.

Treasurer 2 – Covers preparation and filing of Federal Form 990-EZ and Schedule A, including a check list of what is needed to prepare the forms. The subject of sales taxes will also be reviewed.

Bylaws and Standing Rules - Just exactly what are these bylaws and standing rules? And do I need to follow them? Come to the workshop to learn about what each document contains, changes in the 2009 bylaws template, the new sample set of standing rules and how to submit them for approval by Texas PTA.

PROGRAMS: They're not just for kids anymore – Want to get more PTA members to your regular meetings than just the board? Find out ways to see what types of programming your parents/students/staff what to see offered and when. See what type of programs are available and how to get them to your school. Many of these programs are FREE!



Houston ISD Council of PTAs

Officer & Chairman Training

Saturday, September 25, 2010

Clifton Middle School

6001 GOLDEN FOREST DR

Houston, TX 77092-2399

Schedule

Registration 8:00 AM

Opening Presentation — “Wrong Way PTA” — 8:30 AM

Session 1 9:00 AM -10:00 AM

Session 2 10:15 AM -11:15 AM

Closing Presentation – Recap, Announcements – 11:30 AM -11:50 AM

Leader Orientation Training (LOT)* 12:00 PM - 02:00 PM

(Bring your lunch, working meeting)

Attendance Prizes

- Local Unit Pres. w/
highest attendance
- Local Unit Pres. w/
highest pre-registrations

Talk/Share
with other PTA
volunteers

Workshops

Session I

Treasurer 1
Environmental
Membership
Programs
Bylaws & Standing Rules
Newsletter & Communication

Session II

Treasurer 2
Presidents
Arts in Education
Secretary
Parliamentary Procedures

RSVP to Roy Guevara, HISD Council Central Region VP at (713) 681-5226
or Chrissie Shideler, Area 11 President at chrissie.shideler@yahoo.com

*All morning classes are free of charge; LOT is \$6 for book

Sponsored by Houston ISD Council of PTAs and Area 11 PTA.

