

PTA/PTSA PRESIDENT'S CHECKLIST

JUNE

- Appoint budget and audit committees (by Board of Directors)
- Attend PTA Council Leadership Training (for new and returning officers and committee chairs)
- Attend National PTA Convention
- Submit contact information for president, treasurer and secretary to PTA Council (online at www.bcptacouncil.org)
- Register to attend Maryland PTA Summer Leadership Conference
- Read and become familiar with your bylaws and check for resubmission date
- Display or provide for copies of the PTA mission and purposes at all PTA meetings

JULY

- Meet with Board of Directors to begin planning for the new school year
- Attend Maryland PTA Summer Leadership Conference
- Sign-up to receive National PTA electronic newsletters

AUGUST

- Meet with Board of Directors to continue planning for the new school year, including:
 - electing standing committee chairs
 - establishing annual calendar of activities
 - establishing cost of PTA membership dues
 - discussing and establishing goals (personal and organizational)
 - determining funding needed to support goals
 - preparing/updating procedure books, including roster, calendar of activities, bylaws and budget
- Meet with budget committee to prepare proposed budget that supports goals for the year
- Work to fill vacancies
- Review summer mailings (National, Maryland, Council)
- Meet with principal
- Create a Board of Directors membership list to share with members
- Set up communication system with general membership (e.g., e-mail, phone, newsletter)
- Send newsletter to PTA Council Bulletin editor each month via interschool mail to Cockeysville Middle School
- START PTA MEMBERSHIP CAMPAIGN!!

SEPTEMBER

- Approve committee plans of work (by Board of Directors)
- Arrange for general membership meeting at back-to-school night and adopt proposed budget
- Display PTA mission and purposes at Board of Directors and general membership meetings
- Pay PTA Council membership dues
- Publicize calendar of activities
- Order subscriptions to PTA Council Bulletin and other PTA-related publications
- Choose delegates to attend Maryland PTA Fall Convention and determine funding for each delegate
- Begin distribution of membership cards
- Encourage participation in National PTA Reflections Program
- Begin paying Maryland PTA and National PTA membership dues by the end of each month

OCTOBER

- Attend PTA Council Fall Reception and Workshops
- Attend BCPS pre-operating budget hearings
- Continue distribution of membership cards
- Pay Maryland PTA and National PTA membership dues (monthly)

NOVEMBER

- Celebrate National American Education Week
- Attend Maryland PTA Fall Convention
- Continue distribution of membership cards
- Continue paying Maryland PTA and National PTA membership dues
- Establish deadline for turning in school competition entries for National PTA Reflections Program and judge entries

DECEMBER

- Continue distribution of membership cards
- Continue paying Maryland PTA and National PTA membership dues
- Remind treasurers to submit Charitable Solicitations Form, if due

JANUARY

- Submit Reflections entries to PTA Council by deadline
- Attend BCPS Board of Education public hearing on proposed operating budget
- Attend general PTA Council meeting
- Receive nominations awards packet for PTA Council annual awards
- Review local PTA goals for second half of school year
- Continue distribution of membership cards
- Continue paying Maryland PTA and National PTA membership dues

FEBRUARY

- Elect a nominating committee in accordance with local PTA bylaws
- Become familiar with PTA legislative initiatives; share with members
- Attend PTA Night in Annapolis
- Continue distribution of membership cards
- Continue paying Maryland PTA and National PTA membership dues

MARCH

- Attend Reflections Awards Reception
- Attend general PTA Council meeting
- Submit nomination forms for PTA Council Recognition Awards Program
- Share PTA legislative initiatives with members
- Continue distribution of membership cards
- Make final payment of Maryland PTA and National PTA membership dues March 31

APRIL

- Publish local PTA nominating committee's slate of officers
- Attend general PTA Council meeting and Recognition Awards Program
- Share PTA legislative initiatives with members
- Consider sending delegates to National PTA Convention

MAY

- Elect and install officers for the next school year
- Observe National PTA Teacher Appreciation Week
- Update procedure books