

SUGGESTIONS FOR NEW PRESIDENTS

BE INFORMED-----

1. Review your local unit Bylaws, your local unit Standing Rules, the State and National Handbook, the state Voice and *Our Children* magazine. Be sure last years' officers and chairmen have passed their procedure books to their successors.
2. Attend the District Conference in your area with the officers, chairmen and principal from your unit.
3. Plan to attend district or area meetings for information, guidance, leadership training and area-wide projects. Call or write your District President or State President. Introduce yourself and your unit and share your goals and plans.
4. ATTEND STATE CONVENTION.
5. Get to know the state officers and chairmen in your organization. Plan to utilize their services, materials and resources.
6. Acquaint yourself with school district and community needs. Know your school – its parents, staff and administration.
7. Be aware of awards and deadlines.
8. Utilize planning kits and materials available through the National PTA.
9. Attend State PTA Legislative Day.

BE ORGANIZED-----

1. Meet with your officers and principal to establish your unit's goals for the year. Fill the chairmanships provided for in your Standing Rules and any special committees you wish to establish.
2. Meet with the membership chairman. Review state membership materials. Set goals. Develop a plan for fall membership drive and year-long activities.
3. Plan a thorough publicity program with the publicity chairman. Give publicity to:
 - meetings
 - projects & programs
 - Back to School or open house
 - goals for the year
4. Designate district voting delegates in accordance with your Standing Rules.
5. Sign checking account signature cards. Read PTA Money Matters! Be sure the financial records have been audited.
6. Plan to keep the business portion of your meetings short. Print minutes, financial reports and agenda and hand them out.
7. Make it easy for all parents to attend your meetings. Consider offering childcare.

DELEGATE – DELEGATE – DELEGATE
IF YOU SHARE THE DUTIES, YOU WILL INVOLVE MORE PEOPLE AND YOU
WILL ENJOY YOUR TERM AS PRESIDENT – DON'T MAKE YOUR JOB
HARDER!!

BE PREPARED-----

1. Confirm that names and addresses of your officers are in the State PTA office to receive State and National mailings.
2. Review new unit Bylaws with your Executive Committee/Board.
3. Review unit Standing Rules annually with Executive Committee/Board. Proposed amendments or additions should be presented for adoption.
4. With the Executive Committee/Board study new material, plan tentative projects and develop well-defined goals for the year.
5. Identify organizations with compatible objectives with whom you may want to cooperate.
6. To develop continuing leadership, give your vice president responsibilities if none are specifically designated in the Standing Rules.
7. Work with Executive Committee/Board to prepare proposed budget to be submitted to membership for approval.
8. Assist chairmen in choosing committee members and outlining plans of work to be approved by the Executive Committee/Board.
9. Consult secretary when preparing agenda for each meeting, regular and executive.

ENJOY-----

1. The honor your unit has bestowed upon you.
2. Developing your leadership skills.
3. Working with others who share like interests and goals.
4. Helping to increase parent and community involvement in your school.
5. Reinforcing a positive image of PTA.
6. Participating in area, district, and state activities, and getting to know and working with the State Board of Directors.
7. Knowing that you are an important part of a nationwide network for the welfare of children.