

# **2011-2012 Checklist for PTA Leaders**

## **To Do Between Now and June 30th**

- \_\_\_\_\_ Elect new officers for 2011-2012 at a general meeting. If by June 30<sup>th</sup> your unit does not have new officers elected by the general membership you need to contact the Council. (OUTGOING PRESIDENT)
- \_\_\_\_\_ Send name, address, phone number, and e-mail address for all officers and Council delegates to the PTA Council by July 1<sup>st</sup>. (OUTGOING PRESIDENT)
- \_\_\_\_\_ Send name, address, phone number, and e-mail address for all officers to Maryland PTA by July 1<sup>st</sup>. (OUTGOING PRESIDENT)
- \_\_\_\_\_ Meet with the person who did the job before you to get any pertinent information about your new position and the procedure book. (ALL INCOMING OFFICERS)
- \_\_\_\_\_ Set up a meeting with the principal or other key staff, like the school secretary, to introduce yourself. (INCOMING PRESIDENT).
- \_\_\_\_\_ Select an audit committee who will audit the books after July 1<sup>st</sup>. The audit committee is approved by the Board and consists of at least 3 PTA members who do not have check signing authority. The audit committee should be available in July to audit. (ALL INCOMING AND OUTGOING OFFICERS SHOULD ENSURE THE BOOKS ARE AUDITED – IT IS FOR YOUR PROTECTION)
- \_\_\_\_\_ Have all bills from 2010-2011 paid by June 30<sup>th</sup>. (OUTGOING TREASURER).
- \_\_\_\_\_ Make sure that your sales tax owed to the State of Maryland is paid up to date in June so it is reflected in this fiscal year. Whether your unit is on a quarterly schedule or is on a semi-annual schedule, you will have to file in June. (OUTGOING TREASURER)
- \_\_\_\_\_ The outgoing treasurer and the incoming treasurer should meet to review the past year's books so that the incoming treasurer can complete the IRS Form 990 in the fall. (OUTGOING AND INCOMING TREASURERS)
- \_\_\_\_\_ Register your attendance for the MD PTA Convention on July 15<sup>th</sup> and 16<sup>th</sup> at The Crowne Plaze in Timonium, Maryland. The convention will include PTA business, election of State officers, and training. Training for PTA leaders is an approved PTA expense.
- \_\_\_\_\_ Set the date for the summer meeting of the Executive Committee and the Board of Directors. Publicize the date with your officers and proposed Board. (INCOMING PRESIDENT)

## **To Do in July**

- \_\_\_\_\_ July 1<sup>st</sup> – Congratulations, you are now a member of the Board of Directors of your PTA!
- \_\_\_\_\_ Change the signers on the checking account at the bank, if necessary. The signers should be the treasurer, president, and at least one other officer. (TREASURER SHOULD ENSURE THIS IS COMPLETED)
- \_\_\_\_\_ Find out if your unit has met all the items for the standards of continuing affiliation. (PRESIDENT & TREASURER) If you need help, contact the Council:
  - \_\_\_\_\_ Bylaws are current
  - \_\_\_\_\_ Dues for 2010-2011 were paid and balanced with the Council and State
  - \_\_\_\_\_ Unit has a copy of the current insurance policy with BB&T
  - \_\_\_\_\_ Unit is incorporated

- \_\_\_\_\_ Unit has an EIN number from the IRS
- \_\_\_\_\_ All sales tax has been paid and is up to date
- \_\_\_\_\_ All 990 tax forms were filed with the IRS and a copy sent to MD PTA
- \_\_\_\_\_ Fiscal year is set as July 1 – June 30 with the IRS
- \_\_\_\_\_ All personal property tax forms were filed with the State of Maryland and a copy sent to MD PTA
- \_\_\_\_\_ The unit is registered under the Charitable Solicitations Act in Maryland
- \_\_\_\_\_ Unit has attended training

\_\_\_\_\_ Ensure that the audit committee conducts an audit of the books, after July 1<sup>st</sup> and before any checks are written. (ALL OFFICERS)

\_\_\_\_\_ Check the mailbox at the school periodically during the summer. (PRESIDENT)

\_\_\_\_\_ Be on the lookout for a mailing from the PTA Council late July or early August. (PRESIDENT)

\_\_\_\_\_ The Executive Committee (officers) should meet, if possible, in July:

\_\_\_\_\_ The Executive Committee should establish the preliminary goals of the organization. The goals of the PTA should support the goals of the school (as written in the School Improvement Plan) and the mission and purposes of the PTA. (ALL OFFICERS)

\_\_\_\_\_ The Executive Committee should meet to approve the committee chairpersons. Once the committee chairs are approved by the Executive Committee, there is a Board of Directors. (OFFICERS)

\_\_\_\_\_ The Executive Committee should establish a date and time to develop the preliminary budget. The Budget Committee is chaired by the Treasurer. Other members of the Board of Directors may also serve on the budget committee. (OFFICERS)

\_\_\_\_\_ The President should let Council know the contact information for the Council delegates and Reflection chairs.

\_\_\_\_\_ Members of the Board of Directors should be given a blank Plan of Work document, so they can outline the programs and activities of their office or committee that promote the goals of the PTA. Plans of work should be completed in July and approved in August. (BOARD OF DIRECTORS)

\_\_\_\_\_ Attend the MD PTA Convention on July 15<sup>th</sup> and 16<sup>th</sup> at The Crowne Plaza in Timonium, Maryland.

### **To Do in August**

\_\_\_\_\_ The Board of Directors should meet in early August. (BOARD OF DIRECTORS)

\_\_\_\_\_ The goals of the PTA are approved. (BOARD OF DIRECTORS)

\_\_\_\_\_ Plans of Work must be approved. (BOARD OF DIRECTORS)

\_\_\_\_\_ The unit's calendar of meetings and events is approved, based on consensus and the Plans of Work. (BOARD OF DIRECTORS)

\_\_\_\_\_ The Budget committee is appointed and approved by the Board of Directors, if it is not the officers. (BOARD OF DIRECTORS)

- \_\_\_\_\_ Once the calendar is approved by the BOD, fill out an FCPS Use of Facilities Form to reserve your meeting space for the year. Attach a copy of the insurance certificates to the form. (PRESIDENT)
- \_\_\_\_\_ The Budget Committee meets to establish the proposed budget. (APPROVED BUDGET COMMITTEE)
- \_\_\_\_\_ The proposed budget is presented at the next Board of Directors meeting for approval from the BOD prior to the 1<sup>st</sup> General membership meeting. (BOARD OF DIRECTORS)
  - \_\_\_\_\_ If there isn't a BOD meeting prior to the first General Membership meeting, then the proposed budget should be developed by the officers in July. The BOD must meet before the general membership approves the budget. (OFFICERS)
  - \_\_\_\_\_ As plans of work are approved, the proposed budget can be amended to reflect the approved amounts in the plans of work. (BOARD OF DIRECTORS)
  - \_\_\_\_\_ Include this language at the bottom of the budget, "The Board of Directors has the authority to move budgeted funds within categories." (BOARD OF DIRECTORS)
  - \_\_\_\_\_ Include in the proposed budget an allocation for the PTA convention and for carry-over. (BOARD OF DIRECTORS)
- \_\_\_\_\_ Once the goals are approved, the plans of work are approved, and the proposed budget is established, the BOD may approve a fundraising campaign to raise the funds necessary to complete the work of the PTA. PLAN FIRST – FUNDRAISE SECOND!
- \_\_\_\_\_ Membership cards come in August. When they arrive, count the number of cards you have and send back the postcard for verification (PRESIDENT OR MEMBERSHIP CHAIR).
- \_\_\_\_\_ Check the mailbox at the school (PRESIDENT).
- \_\_\_\_\_ Begin the membership campaign. Give each member who joins a membership card. (MEMBERSHIP CHAIRPERSON)
- \_\_\_\_\_ Verify that every member of the Board of Directors has joined the PTA. (MEMBERSHIP CHAIR, SECRETARY OR PRESIDENT)
- \_\_\_\_\_ Conduct the 1<sup>st</sup> General Membership meeting of the year. (PRESIDENT)
  - \_\_\_\_\_ The General Membership approves the budget. (GENERAL MEMBERSHIP)
  - \_\_\_\_\_ Once the budget is approved by the general membership, it may not be changed unless it is amended and approved by the general membership. The Board of Directors does not control the money of the organization – the general membership does. (EVERY MEMBER OF THE PTA – ENFORCED BY THE PRESIDENT AND TREASURER)

### **To Do in September**

- \_\_\_\_\_ If the unit did not have a general membership meeting in August, have one in September to approve the budget (see August).
- \_\_\_\_\_ Continue membership campaign. (MEMBERSHIP CHAIR)
- \_\_\_\_\_ Make a dues payment to the PTA Council and to MD PTA. (TREASURER)
- \_\_\_\_\_ Conduct fundraising, as needed to support your goals and programs. (WAYS AND MEANS)
- \_\_\_\_\_ Have a Board of Directors meeting to conduct the business of the organization. (BOARD OF DIRECTORS)
- \_\_\_\_\_ Attend the PTA Council's General Membership meeting on September 24, 2011 for training and to receive the Council's Handbook and Directory. (BOARD OF DIRECTORS)