

REGION 4 PTA FALL CONFERENCE

Tuesday, September 16, 2008 5:00-9:00 pm

Komachin Middle School
3650 College Street SE, Lacey, WA 98503

The Region 4 PTA Fall Conference offers training, support, resources and growth opportunities to Local Units within Region 4. Every local unit is encouraged to attend this conference.

AGENDA:

- 4:30 pm** Registration/Light Dinner Served
- 5:00 pm** Welcome/Nominating Committee Elections
- 6:00-7:20 pm** Class Session #1
- 7:30-8:50 pm** Class Session #2
- 9:00-9:30 pm** Conclusion



ELECTION OF REGION NOMINATING COMMITTEE:

A new Region 4 Director is elected into office every two (2) years. At the Region 4 PTA Fall Conference, local units of Region 4 will elect a nominating committee to identify and recruit the best qualified candidates for the position of Region 4 Director. The nominating committee will consist of at least three (3) members from a list of at least five (5) members nominated from the floor. Each local unit will receive one vote. Being a nominating committee member is an honor bestowed upon individuals who demonstrate a commitment to keeping the best interest of PTA in the forefront. Please consider offering yourself, or another suitable individual, to serve on the nominating committee and assist in selecting candidates for the position of upcoming Region 4 Director.

CLASS CHOICES ~ SESSION 1

Money Matters- Financial management of your PTA is the responsibility of the entire board of directors. This workshop will be a fun filled hour of Questions & Answers.

Conflict Management- Learn new ways to be proactive before conflict rears its head and how to handle it once it does.

Effective Meetings: How to get the most from meetings by valuing everyone's time and unique contributions. Can business be done in less than 2 hours? YES!

Board Development Strategies: Discuss key components of leadership development within your pta. Recruiting and retaining members, image of your PTA, and how to create a team environment are just a few of the topics in this class.

CLASS CHOICES ~ SESSION 2

Leading the Team- Learn the key elements of leading and being a member of responsible, professional board of directors. Topics include team dynamics, legal requirements, best practices for running board meetings, roles of president/vice president and other board members.

Best Practices: Striving for Best Practices helps to create strong and viable PTAs. Learn what Best Practices look like and see where your PTA may be able to improve for added success.

For the Record: This class will touch on all aspects of being a successful secretary! Learn the what, how and why of keeping records, what does and does not go into minutes, and how to assist in preparing meetings agendas.

Engaging Volunteers: This class discusses engaging volunteers so that they will be effective leaders. Learn strategies for recruiting and retaining volunteers and the qualities of an effective volunteer program.

Volunteers Needed!! Volunteers Needed!! Volunteers
Needed!! Volunteers Needed!!

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DRIVING DIRECTIONS TO KOMACHIN MIDDLE SCHOOL

3650 College Street SE, Lacey WA 98503.

South Bound: I-5 to exit 109.
Right onto Martin Way.
Left onto College Street.

North Bound: I-5 to exit 108.
Take 3rd ramp, College Street.
Turn Right onto College Street.

School is on the Right after 2 miles.

CONFERENCE FEES

Advance Registration:

\$40.00 per local unit for up to 5 members - \$10.00 ea additional member.
(Must be postmarked by **Friday, September 12, 2008**)

On-Site Registration:

\$65 per local unit for up to 5 members - - \$15.00 ea additional member.
(Please do not mail registrations after September 12, 2008)

Registration for non-PTAs: \$75 per group (PTO, other parent groups, etc).

PAYMENT AND INFORMATION

Make all checks payable to Washington State PTA.

Please include your local unit name and number on all checks. All PTA checks must have two signatures!

Mail this registration form with payment (by Friday, September 12, 2008) to:

Region 4 PTA Conference
c/o Dori Tate

7525 139th Street Court East, Puyallup, WA 98373
ptamemdir@wastatepta.org

Return this section with registration

Due date: **Friday, September 12, 2008**

Unit /Council Name _____

Unit/Council # 4. _____

Address _____

Phone _____

Contact Person _____

Position _____

Email _____

No. members attending _____

Please indicate how many members from your PTA will attend each class in each class session:

Class Session 1

6:00 – 7:20 pm

Class Session 2

7:30 – 8:50 pm

Money Matters _____

Leading the Team _____

Magic of Conflict _____

Best Practices _____

Effective Meetings _____

For the Record _____

Board Development Strategies _____

Engaging Volunteers _____

Keep a copy of the registration form & proof of payment for your records.

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