



January 2012
Volume 1, Issue 1

The 411 in Region 11

Serving the local units of Chelan • Douglas • Kittitas • Yakima • Klickitat (except Lyle, Trout Lake & White Salmon) which are in Region 3

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*A message from your
Acting Region 11 Director
Karen Albers, WSPTA Vice President*



Happy New Year! This part of the year is always a good time to take stock of where you are, where you've been and where you're going. How is your PTA doing right now? Is your Board of Directors still engaged and active? Right now your Board should be talking about getting the mid-year financial review done, electing your nominating committee, and looking at where you are with the budget.

How did your events and programs go this fall? Were they successful or did they generate less interest than expected? Your Board should talk about and analyze what you've done this fall. This discussion will help with budget planning in the spring. It is also helpful to talk about whether some of these events or programs would benefit from some alterations. Now that you have a little distance and perspective you can make logical decisions on what might not be relevant anymore or what might benefit from having more attention placed on it. Also, think about whether you thanked your volunteers sufficiently – it is never too late to take care of that. Did you follow up an event with a recap to your membership? For example, we let them know about the holiday craft fair but we don't tell them how many families attended, how many craft projects were made, how many volunteers helped out, how any proceeds have been spent, etc. Many times we spend a lot of time advertising about an upcoming event but then we never let our membership know the final outcome.

How is the planning going for the spring? Have you confirmed facility spaces? Have you checked in with committee chairs to make sure they are on track? Do you have practices in place to help mentor future leaders so they can slip seamlessly into leadership positions? Do you have notebooks to capture historical records to help committees? Now is a great time to work on all of these things and to encourage committee chairs to be filling those notebooks with their committee plans of action, time lines, budget sheets for their event/program, volunteer information, etc.

As you can see, the middle of the school year is a time to review the past and make plans for the future. Take the time now and the rest of your school year will go much more smoothly. Thank you for all of the time and effort that you put into making things better for all of our kids and your PTA.

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Hello Region 11 PTA Leaders!

At this time, the Region 11 Nominating Committee has been unable mto find a delegate for the position of 2012-2014 Region Director.

The deadline to become a self-declared candidate is January 10, 2012.

There is more information on our Region 11 page at http://www.wastatepta.org/regions/region_11/index.html

As always, let us know if you have any questions. And, thank you to the Region 11 Nominating Committee for their hard work.

Region Director Job Description...

REGION DIRECTOR: Basic Functions

Serves as an elected member of the Board of Directors representing the entire membership and the best interests of the association; coordinating delivery of association's programs/services within the region. Maintains open communication with and exercises personal leadership in the motivation of board members and the membership-at-large. Takes part in monitoring and evaluating organizational performance and effectiveness.

Duties, Responsibilities and Authority

Within the limits of the articles of incorporation, uniform bylaws, and policies, the region director:

1. Attends all meetings of the Board of Directors, Convention, Board Retreat, Board education workshops, and the Service Delivery Conference.
2. Presides at the portion(s) of the region fall leadership conference(s) set aside for the election of a nominating committee and determines the method for the election of a region director.
3. Identifies and appoints (with the approval of the Executive Committee) Region Legislation, Membership and Outreach chairs and service specialists after soliciting input from units and councils in the region. Notifies WSPTA office of appointments.
4. Directs and coordinates the activities of Service Delivery Team members.
5. Provides ongoing leadership education to Service Delivery Team members.
6. Helps plan and coordinate (with Service Delivery Team members) region leadership education conferences for the delivery of the programs, products, and services of the association to local units and councils.
7. Provides an annual evaluation of the delivery of services within the region.
8. Has the primary, but not the sole, responsibility for the organization of new units and councils.
9. Supports policies, programs, projects, and activities adopted by the Board of Directors.
10. Provides leadership education as requested and authorized.
11. Represents the association to other organizations as requested by the president.
12. Provides written and oral reports to the Board.
13. Coordinates Service Delivery Team to provide services as needed throughout the year to local units and councils in region.

Relationships

1. Responsible to the Board of Directors and to the membership for seeing that programs and policies of the association reflect the needs and aspirations of the membership.
2. Consults, meets, and plans regularly with the service specialists, region legislation chairs, region membership chairs, region outreach chairs and council representatives.
3. Consults regularly with the President, Executive Director, members of the Executive Committee, and the Board of Directors.

Reflections of a Region Director...

I remember the first time someone mentioned to me that they thought I should think about becoming a Region Director. First I thought, "I don't have enough experience." Then I thought, "I'm sure someone else can do a better job than me." And, "But I don't know how and everyone on the State Board seems like they really know their stuff." Of course there was the perennial, "I'm sure it will take way too much time."

Funny thing though, for as intimidating as the job can appear, it has turned out to be the most rewarding volunteer experience I have ever done. When I got past the excuses and negativity and decided it was okay to step out of my comfort zone I opened myself up to some amazing learning opportunities.

When I thought I didn't know enough I had no idea how well the state board trains their new officers. Through a process of classes, mentoring, learning by doing, and learning by sharing, a new region director is helped in their new role. There is always a resource whether it is someone to ask or an article to share or a process that worked to help you along.

As far as my time commitment, I find I have the same problems saying no that I had at the local unit so it is always a balancing act to make sure I don't take on too much. The great part is that I really can dictate my own hours in helping the local units.

I must admit I am sad to see my two year term coming to an end soon. - Heather Gillette, Region 2 Director

PTA STRUCTURE

This is the time of year to look at any Standing Rules changes and the structure of your PTA before your Nominating Committee gets going. Structure is defined in local unit Standing Rules but cannot contradict State PTA Bylaws. The following is a basic outline of what your PTA structure should be.

Executive Committee

- Elected Officers as defined in Standing Rules
- President, Vice President, Secretary, Treasurer required; Legislative Chair recommended; may be others
- Duties are:
 - Select/approve Board members
 - Review Standing Rules annually
 - Review, evaluate, make recommendations to the Board of Directors or general membership
- Has no decision-making authority
- Meets at the discretion of the President

Board of Directors

- Executive Committee and appointed positions as specified in the Standing Rules; may also include ex officio members
- Meets regularly, usually monthly, as specified in the Standing Rules
- Duties are:
 - Plan, set policy and goals
 - Ensure financial integrity
 - Review, evaluation, make recommendations to the general membership
 - Transact necessary business between general membership meetings
- Has decision-making authority, with limits defined in Standing Rules
- Voting
 - A majority of people (not positions) on the Board constitutes a quorum
 - Positions which are co-chaired may have one vote or two, as specified in the Standing Rules; however, this distinction will affect the quorum



Ad-Hoc Committee Chairs/Liaisons

- Appointed by the Board of Directors as specified in the Standing Rules
- Duties are:
 - Present committee reports and budget plans to the Board of Directors
 - Submit reimbursements in a timely manner
 - Seek approval from Board of Directors for ideas and budget expenditures outside of the scope of the project
- Voting -- No vote at a Board of Directors meeting but they do at General Membership meetings
- Must be paid PTSA member

General Membership

- All paid PTSA members
- Meets regularly as specified in the Standing Rules; special meetings may be called by the President or a majority of the Board of Directors
- Duties are:
 - Adopt annual budget
 - Approve Standing Rules
 - Elect Nominating Committee, officers, and delegates
 - Transact business
- Quorum is at least 10 people

REFLECTIONS ENTRIES DUE TO STATE BY JANUARY 18TH, 2012

This is a reminder that entries from Councils and local units in non-Council areas eligible for consideration for recognition at the state level must be sent to the State Reflections Chair, Michelle Bartholomew, postmarked no later than January 18, 2012. Be sure that the entries are prepared in accordance with the instructions set forth in the Reflections Users Guide, available on the WSPTA website and make sure to include your Council Participation Form with your submissions. Also please remind your local units to complete the mandatory National PTA Participation form and email it to National PTA, cc-ing a copy to Michelle. If you have any questions please contact your local Council Reflections Chair, WSPTA Reflections Chair Michelle at Reflections@wastatepta.org or call the WSPTA office at 1-800-562-3804.

SAVE THE DATE!**FOCUS DAY 2012**

February 20, 2012
Olympia, WA

**FOCUS DAY 2012**

EVERY
VOTE 4
EDUICATION
REMAINS
YOUR

CHILDRENS
HOPE
INSPIRATION
LOVE
DETERMINATION

OUR
NATION
EMPOWERS

VISION
OPPORTUNITY
IDEAS
CHARACTER &
EQUALITY

TRAINING - the who, why and how of being trained**Congratulations to those who have completed all their training!**

Here are a few pointers/notes for local units to complete their training requirements:

Who? If you hold an elected position voted on by the general membership in your local unit, you need to be trained. Please encourage those people to attend the next available training opportunity or to schedule something with the acting Region Director. Also, as we move into nomination time and units look to elect officers for next year, please ensure the candidates understand that training is part of their elected position. You may want to look at the number of elected positions and perhaps amend the number by a general membership vote before you ask your nominating committee to find members to fill the positions. These elected positions are defined in your standing rules.

Why? Training is what helps to give our local units credibility. To run programs and handle budgets responsibly, a well trained and informed board should be a great selling point to encourage the community to join a local unit. Trained board members should be proud of stepping up to the responsibility in their local unit.

How? Consider asking the acting Region Director, Karen Albers, to bring a training to your local unit that would fulfill this requirement and address topics for the specific needs of your unit. You should discuss this as a council or local unit.

We hope that with all the conference and training opportunities available, local unit leaders take advantage to serve our community, schools and kids.


FINANCIAL REVIEW...
A MUST HAVE FOR THIS SEASON'S FASHIONS!

Every local unit needs to conduct a financial review at the end of the fiscal year, when a new Treasurer assumes office, and when a need arises. It is strongly recommended and a good practice to do a mid-year review as well. The review should be conducted by a committee of 3-5 PTA members that are non-signers on the bank account.

Like most PTA activities, treats or light snacks are often involved. Don't be surprised if laughter and idle chatter are also present. Use the handy dandy "Financial Review Checklist" found in the Money Matters section of the Leadership Packet as a guide.

The Treasurer should be available by phone to answer questions. Make sure all the necessary paperwork is available to the Financial Review Committee (A complete list of necessary documentation can be found in the Money Matters section of the Leadership Packet).

When the review is completed, the committee needs to write up a report of their findings and present to the general membership to be included in the meeting minutes. Of course, this report is usually received with applause and acclamations.

The financial review is a simple, fun, and easy way to keep your local unit in good financial shape and your Board knowledgeable about the unit's resources, funds, and procedures.

BASIC PARLIAMENTARY PROCEDURES AND SUCCESSFUL MEETINGS

Why do we need meeting rules? If you have ever been to a meeting that didn't go well, you can understand why following a set of rules of order are important. It might be that one person monopolizes the conversation, that decisions seem to be made without a full and rich discussion, or that the meetings last forever without much being accomplished. These are all situations that can be avoided by using simple Parliamentary Procedure. You might ask how formal you need to be. That really depends on a couple of things. One variable is the size of the meeting. The larger the meeting, the more formal your meeting rules need to be. It can also depend on the types of issues being discussed, and the dynamics of your group. There are some decisions that absolutely need a formal motion and some where you can be less formal. Remember also that there are some decisions that must be made by the General Membership and some where the Board of Directors has authority.

Who runs the meeting? It is the President's (Chair's) responsibility to be impartial and maintain order in a meeting and it is the Secretary's responsibility to record what happens in the meeting. In order to make sure that decisions are not made by an inordinately small number of members, a quorum must be present in order to conduct business.

What needs to be on the agenda? Typical items for your agenda are: reading (unless previously distributed) and approval of minutes; reports including President's report, committee Reports, financial reports; unfinished business; new business; and educational programs. Your agenda should always let your membership know what topics will be discussed at the meeting. Remember that some decisions, such as changes to Standing Rules must have at least 10 days' notice, or a 2/3 majority is required to pass.

When do we need a motion? One of the purposes of having meetings is for the group to make decisions. To begin the process of making a decision, a member offers a proposal by making a motion. A motion is a proposal by a member that the group take a certain action. It should be noted that motions be phrased in the positive-to take action rather than to not take action. With that being said, there are times when the group can make a decision without having a formal motion. The meeting chair can often sense that a particular topic has agreement and those that are more controversial which would require a motion and formal discussion in order to make sure that the best decision is made.

You do not need a motion to:

- Approve the previous meeting minutes. The chair can simply say, "The minutes have been distributed. Are there any corrections to the minutes?" Corrections can then be made and then the chair says, "The minutes are approved as corrected (or as presented)."
- Approve the financial report. The treasurer gives the financial report, the chair asks if there are any questions or discussion and then states, "The financial report is filed as presented and is subject to financial review."

You do need a motion to:

- Approve or amend the Standing Rules
- Approve or amend the Budget
- Endorse issues or ballot measures (such as school bonds/levies)
- Make other decisions that require your organization to take action

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How do I make a motion?

Joe Member: I move that the Skygreen PTA endorse the upcoming School Bond.

Jane Member: Second

Chair: It has been moved and seconded that the Skygreen PTA endorse the upcoming School Bond. Is there any discussion?
 Debate follows....

Chair: If there is no further discussion...

Chair: All those in favor of the motion to.....please say aye. Those opposed say nay. Any abstentions? The motion carries (or fails).
 If an issue is highly controversial or the vote is close you may want to either have a rising vote or a written ballot. Make sure your secretary comes to meetings with blank ballots, so as issues arise it is easy to conduct a written vote.

What other ways can the chair maintain order? One of the best ways for the meeting chair to maintain order is to set the expectation that each person who speaks is recognized by the chair before they begin. It can be as simple as asking members to raise their hand when they wish to speak. The chair can then call on members in order, making sure that everyone is allowed to speak before one gets to speak a second time.

What about elections? Follow the election procedure that is in your Washington State PTA leadership packet and online: <http://www.wastatepta.org/leadership/elections/elections.index.html> This is a great resource. Then make sure minutes state that your election was "conducted in accordance with Washington State PTA Bylaws."

Where can I go for more information? First, make sure you are familiar with both your local unit Standing Rules and the Washington State PTA Bylaws. State PTA has chosen "Roberts Rules of Order Newly Revised" as its parliamentary authority. There is a handy "In Brief" version that is especially helpful. You can also find parliamentary basics in your leadership packet and on the State website: http://www.wastatepta.org/leadership/leadership_packet/leadership_packet_11/President.pdf

YOU CAN DO IT! WSPTA AWARDS DUE MARCH 1, 2012



The deadline for WSPTA Awards are coming up quick - - due on March 1, 2012 (postmarked by date). It is not too late to gather your information for your application for these award(s). WSPTA awards include: Standards of Excellence, PTAs Taking Significant Action, Outstanding Communications, Outstanding Newsletter, Honor Unit, Outstanding Local Unit.

Application forms for the Standards of Excellence and all WSPTA awards can be found at <http://www.wastatepta.org/resources/index.html>, Leadership Resources (username: Diversity and password: Means).

Don't forget the Leadership Academy awards deadline which is also March 1, 2012. In gratitude for many hours of service and training the WSPTA Board of Directors created the Leadership Academy Awards Program. The purpose of this program is to recognize and acknowledge leadership skills attained by PTA leaders throughout all levels of the association. Go to www.wastatepta.org/resources/awards/1112/Leadership_Academy_2011.pdf for an application. You won't believe how fast your points add up!

Detailed information for all of these awards can be found on the WSPTA website at www.wastatepta.org. You can also contact your Council Awards Chair or Council President for more information.



NOMINATING COMMITTEES AND STANDING RULES . . . TIME ALREADY???

Believe it or not, it is that time of year to start thinking about making nominations for your nominating committee so that you can get them elected at an upcoming general membership meeting. According to WSPTA bylaws, the deadline for electing officers is April 30th. A nominating committee must post their slate of officers at least 15 days prior to the election. You need to allow plenty of time

for the committee (at least 30-45 days) to find their slate. That means you want your committee elected no later than the beginning of March. Most of our Region Nominating Committee trainings will take place in January and February (dates and locations to come) which is another consideration to getting that committee elected earlier.

Another thing to look at now, before your nominating committee gets underway, is your standing rules. Your standing rules list which positions are elected and which ones are appointed. Is this mix still the right mix for your PTA? The WSPTA bylaws only require that the President, Vice President, Secretary and Treasurer be elected. It is ultimately up to each local unit to decide what works for your community, but if you are struggling with elected officers meeting all of the obligations that go along with being elected you may want to either restructure the make-up of your Board of Directors or start working harder on mentoring and recruiting future leaders.

R E G I O N 1 1 C A L E N D A R

January 18th, 2012 Reflections Entries due to WSPTA Reflections Chair (postmarked by date)

February 20, 2012 Focus Day in Olympia, Urban Onion

March 1, 2012 Applications for State Awards Due (postmarked by date)

March 10, 2012 3rd Annual Washington State PTA Emerging Minority Leaders Conference, Renton

May 4-6, 2012 99th Annual WSPTA Convention, SeaTac Doubletree Hotel

