

CLASS # 1 Choices : 11:20 - 12:20

101 - Leading the Team - part 1 - Novella Fraser

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

102 - Money Matters - part 1 - Cheryl Child

Financial management of the PTA is the responsibility of the entire board of directors. Legal and fiduciary requirements and responsibilities are covered in this workshop. Class is recommended for finance officers & board members.

103 - For the Record - Karen Catey

Calling all Secretaries! This class will touch on all aspects of being a successful secretary. Learn what, how and why of keeping records, what does and does not go into minutes, and how to assist in preparing meeting agendas. Introduction to elements of minutes and record keeping of a PTA association.

104 - Role of Legislative Chair - Tricia Woods

Learn the role of the legislative chair. The class will teach the difference between advocates and lobbyists. Learn how to educate those in your school - how to lift their voice to make a difference for children.

105 - Standing Rules - DeMarco Best

What are standing rules, and why should your PTA have them? In this session you will review the reasons behind standing rules and what standing rules should cover. Examples will be discussed.

CLASS # 2 Choices : 1:25 - 2:25

201 - Leading the Team - part 2 - Novella Fraser

Second half of the class. Followed by question and answer session.

202 - Money Matters - part 2 - Cheryl Child

Second half of the class. Followed by question and answer session.

203 - Membership Basics - Dori Tate

As a membership organization WSPTA members are vital to our success. Learn the components of a membership campaign, how to encourage participation, and ideas to recognize the members who work tirelessly for children. Recommended for membership chairs and interested board members.

204 - Reflections - Michelle Braddock

Learn how to conduct and promote a successful Reflections program in your PTA community. Gain ideas on how to state or re-energize your program from promotion to judging.

205 - The Magic of Conflict Plus - Karin Catey

Learn strategies for avoiding PTA conflicts, reducing tension, handling toxic behavior, creating win-win situations, resolving conflicts, and moving forward in a positive light. Communicating in a positive way, conflict can magically build a stronger PTA team.

CLASS # 3 Choices : 3:30 - 4:00

301 - Best Practices JITL - DeMarco Best

Striving for Best Practices helps to create a strong and viable PTA. Learn what Best Practices look like and see where your PTA may be able to improve for added success. Recommended for all board members.

302 - PTA Advocacy Basics JITL - Tricia Woods

The goal of this class is to explain what advocacy is, who is an advocate. It will also cover where PTA came from and where it is going, and how you can use your voice.

303 - Setting Goals JITL - Karin Catey

Goal setting is important. Find out how to set up our goals, how organization maintains your focus and define who you are and why you are relevant to your "customer".