

Class Session 1 (6:30– 7:30 p.m.)

101. 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 meeting agendas.

102. Leading the Team

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 the best practices for running board meetings. This class focuses on roles of president/vice president and all board members.

103. Reflections

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

104. Membership Basics

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. This class is recommended for membership chairs and interested board members.

105. Money Matters

Financial management of your PTA is the responsibility of the entire board of directors. Legal and fiduciary requirements, responsibilities and regulations for PTAs will be covered. All board members are encouraged to attend. (Please Note: Budgets and Financial Reviews will be taught as a stand-alone class and are not covered by Money Matters class.)

106. Developing Community Advocates

Hear about the importance of local advocacy. Learn advocacy tools for using your voice and engaging others in addressing local issues and concerns. Strategies will be discussed around identifying issues, who has a stake in the problem, and how to affect real change.

Class Session 2 (7:35 – 8:35 p.m.)

201. Treasurer Nuts and Bolts

Learn a basic overview of the Treasurers responsibility. You will learn about reporting to the membership, receiving and depositing funds, keeping record, insurance and IRS to name a few.

202. Standing Rules

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.

203. Basic Parliamentary Procedure

Acquire the basic knowledge you need to keep your meetings running smoothly while allowing all voices to be heard.

204. Nominating Committee

The Nominating Committee is the most important committee in PTA. Learn how to elect a nominating committee, ways to encourage nominations, and all the procedures around electing the next officers of your PTA. Recommended for interested board members.

205. Newsletter Basics

Learn how to develop an effective communication tool that is used by most PTAs. From newsletter development to design, from printing and distribution, all the bases will be covered.

206. PTA and the School Administrator

PTAs, school principals, superintendents, and school boards need to build successful partnerships to reach our common goal — success for every child. Learn valuable techniques for communicating and understanding the similarities and differences of each partner, and discuss how to make the most of these pivotal relationships.