

Thanks, Mom, for joining PTA. Even though you can't personally fight for me at the Capitol, your \$7 is paying someone that can and that means the world!



someeCards
user card

PRESIDENT 2: BLUE PRINT FOR SUCCESS

1. You have to make the call you're afraid to make.
2. You have to get up earlier than you want to get up.
3. You have to give more than you get in return right away.
4. You have to care more about others than they care about you.
5. You have to feel unsure and insecure when playing it safe seems smarter.
6. You have to lead when no one else is following you yet.
7. You have to invest in yourself even though no one else is.
8. You have to grind out the details when it's easier to shrug them off.
9. You have to deliver results when making excuses is an option.
10. You have to search for your own explanations even when you're told to accept the "facts."
11. You have to make mistakes and look like an idiot.
12. You have to try and fail and try again.
13. You have to run faster even though you're out of breath.
14. You have to be kind to people who have been cruel to you.
15. You have to meet deadlines that are unreasonable and deliver results that are unparalleled.
16. You have to be accountable for your actions even when things go wrong
17. You have to keep moving towards where you want to be no matter what's in front of you.



FIRST THINGS FIRST, BE YOU



Never compare or judge yourself against previous PTA Presidents.

- ❖ It is unfair to you because no one is going to be like you...you are unique.
- ❖ If another member keeps saying, "Well, Susie Q used to always do it like this...", then politely remind that member that you are different from Susie Q and while her ideas might have worked then, you would like to try your own approach because you only know how to be you.

PLAN OF WORK TO MAKE IT A GREAT YEAR !

- ❖ Clarify the Goal
- ❖ Teach Them to Soar
- ❖ Trust the Journey
- ❖ Keep Your Eye on the Prize
- ❖ Structure the work among the entire group/membership
- ❖ Beginning of Year-Plan of Work
- ❖ Mid Year-Progress Report
- ❖ End of Year-Final Report



BETTER, PRODUCTIVE MEETINGS



- ❖ Be prepared to lead
- ❖ Know your material
- ❖ Prepare an agenda
- ❖ Know your audience
- ❖ Establish yourself as credible
- ❖ Formal or informal
- ❖ Make your audience comfortable
- ❖ General Unit Membership Meeting
- ❖ Board Meetings
- ❖ Stick to the Date!
- ❖ Start on Time!
- ❖ Make Sure There Are Minutes!



MEETINGS-AGENDAS

- ❖ Call to Order
- ❖ Opening
- ❖ Minutes/ Correspondence
- ❖ Treasurer's Report
- ❖ Committee Reports
 - ❖ Executive, Standing and/or Special
- ❖ Unfinished Business
- ❖ New Business
- ❖ Program (Not Required)
- ❖ Announcements
- ❖ Adjournment

COMMITTEES



Committees are your friends; create them early and allow them to meet often and your events will not seem so overwhelming.

- ❖ **Special Committees**, based on special needs or one time events
- ❖ **Standing Committees** based on goals (membership, programs, bylaws, publicity, hospitality, legislation, health & safety, etc.) Usually stated in Bylaws

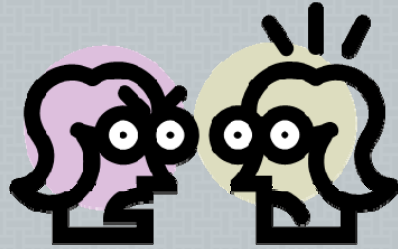
UNIT IN GOOD STANDING

- I. Membership Dues (State & National) turned in regularly to state by dates required;
- II. Unit Annual Financial Review (formerly known as “Audit”) to State Office by December 1st;
- III. Fiscal Year-End Report to State Office by December 1st
- IV. Submits a copy of the required IRS tax form to the state PTA by December 1st;
- V. Has bylaws approved every three years according to the procedures of the state PTA;
- VI. Officer's list to State Office by March 31st.
- VII. Adherence to the Purposes & basic policies of PTA



listening
means taking a
second to consider
what they're
saying, not just
hearing their
words.

LISTEN



- ❖ Never purposely cut off another member from the team because you never know when you are going to need them in the future. Believe on all of your members to help you serve the children
- ❖ Don't ever be so proud to think that you know how to do everything. No matter how mad that person made you, they still deserve to be a part of the PTA organization if they have the children's interest and wellbeing in their heart.



THERE'S NO "I" IN TEAM

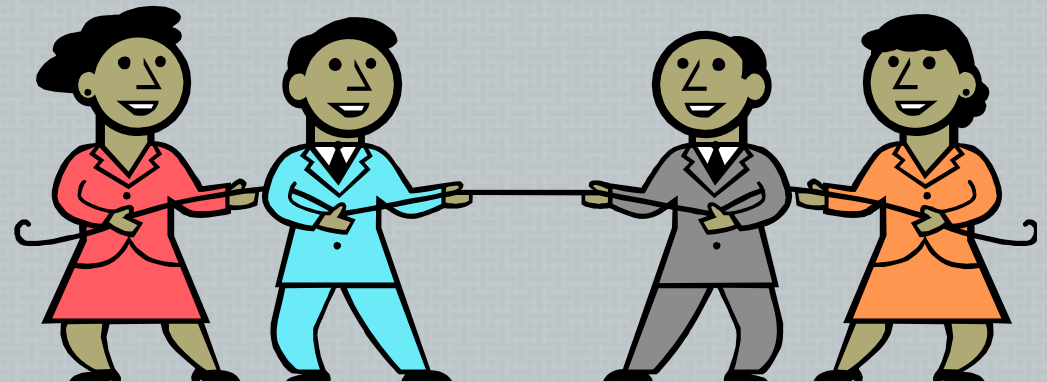
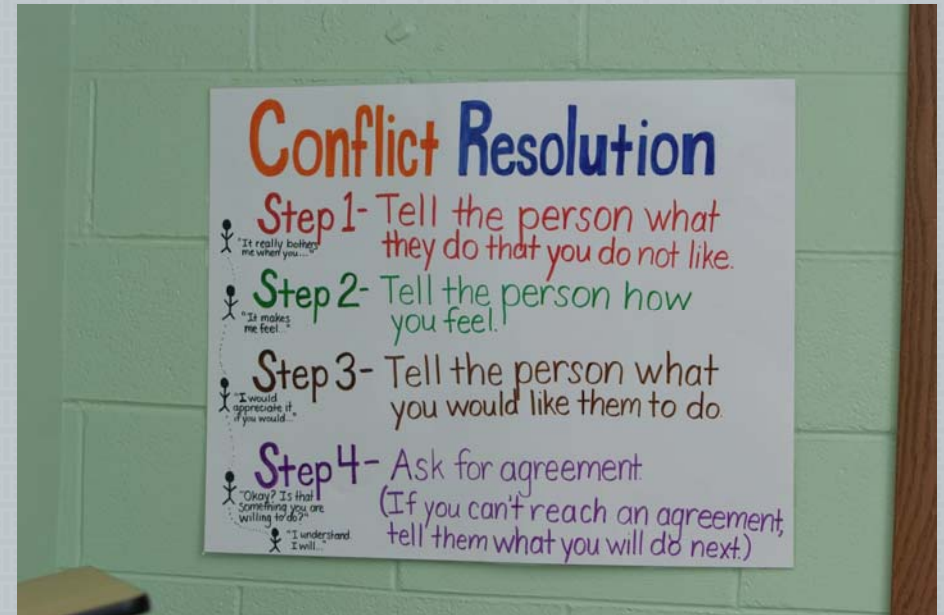


- ❖ Remember that we are all volunteers....it is not like you are going to get fired.
- ❖ That also means that you have to make the best of what you have in the rest of your volunteers too.
- ❖ Some will shine brighter than others....but they are ALL needed to make your school year a success. One person can not do everything, but everyone can do at least one thing. Everyone has something to offer, no matter how small it may seem.



NEXT AVOID CONFLICT

- ❖ We are not here to make friends, but we are also not here to make enemies either.
- ❖ Do your job, be nice to everyone and remain professional and fair at all times.
- ❖ Remember that 99% of a personality conflict is because one or both parties have misunderstood the other. Clear up problems so that you can move on with your agenda.



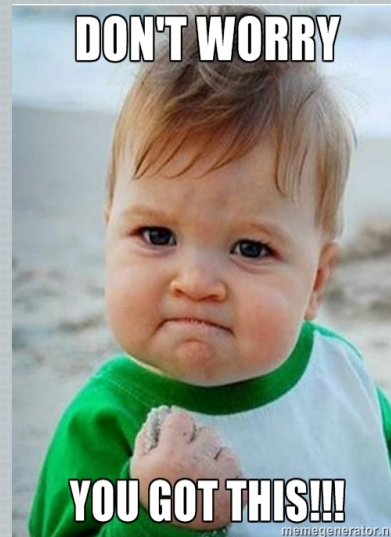
DON'T SPREAD YOURSELF TOO THIN



- ❖ It is OK to say “No, I’m sorry...I can’t.” You can not say “Yes” too much or you will be so spread thin that you will not be able to take care of your own Presidential responsibilities.
- ❖ Or if someone is really upset that you are not doing a Holiday Shoppe or some other event, ask that person if they would be willing to head up the event.
- ❖ If they say “yes”...great! If they say “no”...then you explain to them that you just don’t have the manpower for that additional event based on your current list of volunteers.

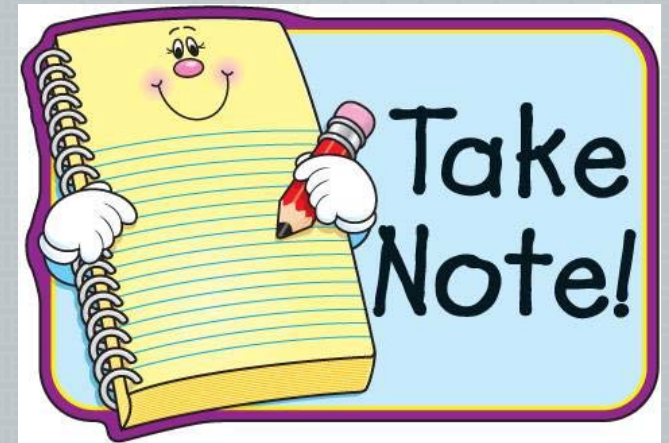
DON'T SWEAT IT!

- ❖ It is never the end of the world.
- ❖ When all goes wrong and it seems like failure is the only possible outcome....ASK FOR HELP!! If a program or event does not perform as planned, learn from it and collaborate on how to make it better next time
- ❖ You would be amazed how resourceful and ingenious your PTA parents will become when faced with a crisis.
- ❖ You may not have the answer to fix the problem at hand...but rest assured, someone else will or someone will know another person that can help.



BABY WRITE THIS DOWN

- ❖ If you are over whelmed.....write it down!
- ❖ Keep a notepad and pen in your purse at all times.
- ❖ Write things down as you remember them
- ❖ You will remember things at the strangest times, so it is best to write it down or you will surely forget by the time you are "ready" to get to work on PTA stuff.
- ❖ Set aside a PTA time, you must devote time and effort as the leader
- ❖ If you do a little bit all the time...it is amazing how on track you will be and have peace of mind all the time.



LET'S TALK



- ❖ Communicate A LOT with your board and general membership. Don't give people a reason to say, "I never know what is going on" or "who the president is!"
- ❖ Don't always trust that the one single memo that you send home in a student's backpack is actually going to make it into the parent's hands.
- ❖ Send news home multiple times, make announcements, post signs on school doors, utilize an e-mail or phone message system by your Principal
- ❖ Create one uniform area of communication at the school like a bulletin board where people always know where to go to look.
- ❖ Not everyone has good communication skills and that is where the President comes in. Talk to everyone all the time.
- ❖ The President should be the center of communication and information.

THE TRUTH IS...



- ❖ Bottom line in any PTA event or activity you are doing it for the children.
- ❖ If you are unhappy about how your carnival went, stop and look at how the children reacted. If they had a good time, then the carnival was a success. Children don't need overly complicated events to make them happy.
- ❖ Keep your focus on the kids and maintain your sanity by keeping it simple!
- ❖ Brutal truth is that you could do everything 110% correct as President and someone is still going to criticize you or complain. The old saying is true, "You can not please all of the people all of the time."

FINAL THOUGHTS

“I don't go by the rule book...
I lead from the heart, not the head”

- Princess Diana



Know that you are not alone. Missouri PTA is here to support you on your journey this next year.

Kim Weber

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"The sexiest thing in the entire world is being really smart, and being thoughtful, and being generous. Everything else is crap, I promise you. It's just crap that people try to sell to you to make you feel like less. So don't buy it! Be smart, be thoughtful and be generous."

- Ashton Kutcher

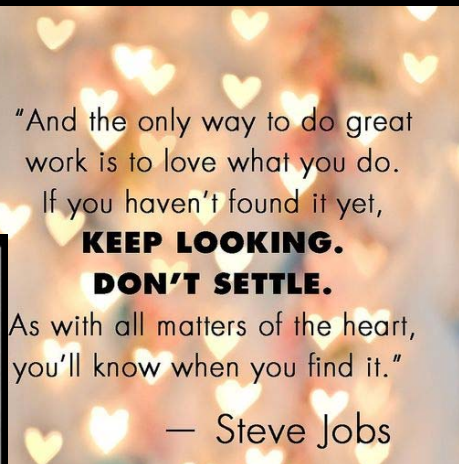
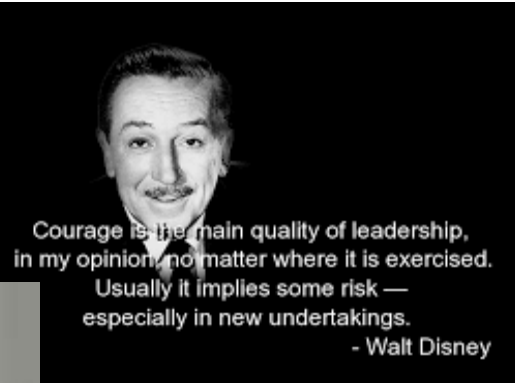
ANYTHING IS
POSSIBLE IF YOU
JUST BELIEVE.

NO MATTER
WHAT
PEOPLE TELL
YOU, WORDS
& IDEAS
CAN CHANGE
THE WORLD.

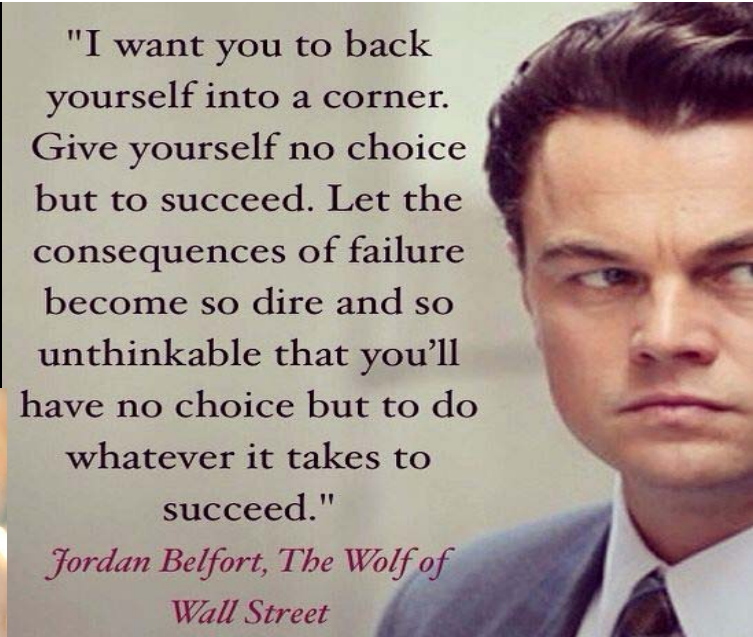
ROBIN WILLIAMS



"Be yourself;
everyone else
is already taken."
- Oscar Wilde



Don't let the noise of others' opinions
drown out your own inner voice.
-Steve Jobs



My to-do list for today:

- Count my blessings
- Practice kindness
- Let go of what I can't control
- Listen to my heart
- Be productive yet calm
- Just breathe

Motivational Quotes