

LEADERSHIP

“If your actions inspire others to dream more, learn more, do more and become more, you are a leader.” John Quincy Adams

Leadership is a vision and a true leader can share that vision and encourage others to join in the journey to make that vision a reality. A leader makes people want to achieve. Effective leaders are not born they develop through a continuing process of self-study, education, training and experience.

Five Steps to Great Leadership

- Challenge the process
- Inspire a shared vision
- Enable others to act
- Model the way
- Encourage the heart

There are five steps to great leadership:

- Challenge the process – Find what you believe needs to be improved the most
- Inspire a shared vision – Share your vision in words that can be understood
- Enable Others to Act – Give people the tools to solve the problem
- Model the Way – When things get tough, roll up your sleeves and help
- Encourage the heart – Share the glory, but keep the pain to yourself

Once we understand these five steps we must understand that in order to lead, we must gain the respect of our membership. People look at who you are, what you know and what you do. They want to be led by people they respect who have a strong vision for the future.

Communication is a key element of leadership. In order to communicate effectively we must help others understand the organization’s purposes, help others understand how they can contribute to that purpose and share all we know about how the organization is moving forward. We must always be honest and communicate where the vision is taking the organization.

Educating and training other members of the organization is another true sign of great leadership. Without this sharing of knowledge and vision, the organization has no roots to hold it strong to its purpose and mission.

“The leaders who work most effectively, it seems to me, never say “I.” And that’s not because they have trained themselves not to say “I.” They don’t think “I.” They think “we;” they think “team.” They understand their job to be to make the team function. They accept responsibility and don’t sidestep it, but “we” gets the credit. This is what creates trust, what enables you to get the task done.” Peter Drucker

As a PTA a leader, you will want to give your fellow officers the ability to their “jobs” as officers and chairman. The information contained herein will guide you through this process.

WHY PTA?

When individuals join the local PTA, they automatically become members of the National PTA and Missouri PTA. Sometimes there are questions from new members concerning the need to be a part of the state national organization. What are the benefits of being part of the multi-million-member

National PTA? We have listed these benefits and many more reasons for being a part of the larger organizations on our website on the [Membership Basics](#) page. You can also find information regarding the [PTA Difference](#).

A Little History

The National PTA was founded on February 17, 1897 in Washington, DC as the National Congress of Mothers. The name was changed in 1925 to the National Congress of Parents and Teachers, due to the increasing numbers of fathers and teachers joining the organization. [A full history](#) of the National PTA organization can be found on National PTA's website.

Missouri PTA was organized as a state branch on March 25, 1912 at the 16th annual convention of the National Congress of Mothers held in St. Louis, Missouri, thanks to the efforts of Mary Harmon Weeks and Mrs. Frank DeGarmo. Mrs. James Nugent was our first state president.

In 1928, two years after the founding of its national counterpart, the Missouri Congress of Colored Parents and Teachers was organized, with Mrs. Henly Cox as its first president. During the term of Irma Detjen as state president and with Walter Rusan as president of the Missouri Colored Congress, Missouri became the first state to invite its counterpart to join in membership. In April 1955, the two organizations became one united [Missouri PTA](#).

Officers and Executive Board

The Officers of a PTA unit or council usually consist of a president, vice president(s), secretary, and treasurer. Your unit's officers might be slightly different, be sure to refer to your bylaws for a complete list of your unit's officers. All officers' duties should be well defined in your unit's bylaws.

All of these officers are elected. Criteria for holding an elected office, as well as very specific criteria are listed in your units' bylaws.

The **Executive Board** is usually comprised of the elected officers, the principal or designated alternate, and chairs of standing and special committees.

The **Executive Committee** is made up of a small number of board members, such as the elected officers, designated to make decisions that arise between board meetings. The committee cannot modify any action taken by the board. While all PTA units have an executive board, not all units have an executive committee.

Each position on your board, should have what is called a **procedure book**. This "book" should contain everything anyone needs to know to complete the duties of that particular office / chairmanship. The "book" is not the property of the person holding the position, it is the property of the PTA, and should be returned to the president at the end of that person's term in that position. This allows, the person that follows, the ability to know what is expected of them, without having to re-invent the wheel. Procedure books should contain copies of all receipts for purchases made on behalf of the position and a timeline of when things should be done.