

PERALTA DISTRICT PTA LEADERSHIP TRAINING WORKSHOPS JUNE 3, 2017

Membership – Do Good Things for Kids

The focus is on Membership! Learn how to attract and keep members throughout the year. Learn how to run an effective membership campaign and why membership makes your PTA strong! *Presented by Eric Thompson, California State PTA Communications Commission, and Nha-Nghi Nguyen, California State PTA Membership Commission.*

President – Parts 1 and 2

The PTA president's role can be challenging! Learn about the responsibilities of the president, understand the tools available and get your questions answered! Plan to attend both the morning and afternoon sessions! *Presented by Maggie Steele, California State PTA Leadership Commission, and Linda Dewlaney, Peralta District PTA President.*

Secretary – Minutes Make the Meeting

Learn the job responsibilities of being secretary, including how to prepare minutes that are correct, concise and complete, what should be “for the record” and what to leave out. Learn how to approve and correct the minutes. Plan to review a brief meeting example and prepare sample minutes. *Presented by Susan Nathan, Peralta District PTA Secretary, and Alison Wiscombe, Peralta District PTA Parliamentarian.*

Treasurer – Level 1 for Beginners

Review the basic responsibilities of your job over the course of an entire financial year. Sample financial reports and procedures provided. Learn about budgets, bank accounts, basic tax filing and more! This workshop is a must for all beginning treasurers. *Presented by Nancy Mitchell, Peralta District PTA Treasurer.*

Treasurer – Level 2 for Not-Beginners

Do you have some experience as a treasurer, but want to know more? This workshop will give an in-depth review of finance for 501(c)(3) non-profits, including banking, money handling, financial reports, fundraising, workers' compensation/insurance and tax reporting. *Presented by Wendy Akers-Ghose, California State PTA Leadership Commission and Finance Committee.*

Programs and Events

PTA Programs are the way to carry out the mission of PTA. Learn about the kinds of programs your PTA can offer – attract volunteers, increase your membership, provide meaningful family engagement and have more FUN! Information about official PTA programs like Reflections and Spotlight Awards will also be featured. *Presented by Lara Eisenbarth, California State PTA Spotlight Award Committee Chairman.*

Revitalizar su Directiva (Encender su Tabla Ejecutiva) Partes 1 y 2

¿Estás listo para ser miembro de la junta de la PTA? ¡Consiga potenciado aprendiendo los fundamentos de la PTA, las funciones claves y cómo trabajar más inteligente! Aumente su conjunto de habilidades con cinco maneras de empezar a planificar un año fabuloso. Comparta cuentos de éxito y aprenda cómo iniciar su PTA con este taller.) *Presentado en español por Presidente del Comité de Diversidad e Inclusión de la PTA de California, Mariaelena Huizar.*

e-Bylaws

Bylaws are designed to help your PTA function in an orderly manner. PTA bylaws describe the purpose of PTA and its mission, and members' rights, in addition to officers, committees and their respective duties. Unit bylaws should be reviewed annually and updated every three years. This workshop will walk you through the process of updating bylaws using the online template, and then submitting the bylaws through channels for approval by the State PTA parliamentarian. *Presented by Alison Wiscombe, Peralta District PTA Parliamentarian.*

PTAEZ – Make Finance EZ!

PTAEZ is an online accounting program specifically set up to handle PTA needs. PTAEZ generates financial reports customized for PTA, strengthens financial controls and procedures, and ensures a smooth transition of records from year-to-year and helps you prepare tax filings. Attend this workshop to get an overview of how PTAEZ can work for your PTA unit. You will see how to enter transactions, view and print reports, and have your questions answered about the PTAEZ web-based fund management system. *Presented by Nick Cichella of PTAEZ.*

Reflections Art Program

Having a great Reflections Program is “Within Reach” (and that's the theme for 2017-18!!). Bring this fabulous program to your PTA unit and celebrate the student artists in your school! *Presented by Lara Eisenbarth, California State PTA Reflections Committee.*

Social Media Basics

Learn basic social media skills to promote your programs and communicate with your school community. You'll learn how to use social media to benefit your PTA -- how to set up and use Facebook, Twitter, Instagram, e-Newsletters and more! *Presented by Eric Thompson, California State PTA Communications Commission.*