

September (Two pages)

- _____ The secretary or president sends/posts the agenda for the executive board meeting ten (10) days before the meeting (in writing). This agenda only goes to the executive board.
 - _____ Make sure the five-minute audit is done. A non-check signer should do the monthly five-minute audit. This can be the auditor, a member of the audit committee, or a non-signing member of the executive board. See attachment.
 - _____ President receives financial reports from treasurer prior to executive board meeting.
 - _____ Treasurer distributes financial reports to all officers to review before the executive board and/or the association meeting.
 - _____ Secretary distributes in person or by email the minutes for officers to review.
 - _____ Meet weekly or monthly with the principal to coordinate and discuss PTA/school business.
 - _____ Request that VPs and chairs submit names of volunteers monthly so you can thank them.
 - _____ In months that the unit has an association meeting the secretary or president sends the agenda for the association/general meeting ten (10) days before the meeting (in writing). NOTE: Bylaw amendments or changes need 30 days' notice and presentation of slate of officers requires 28 days' advance notice. Other agenda items only need 10 days' notice.
 - _____ In in-council units, the president, EVP (executive vice president), or both attend council-level meetings (president meetings, council general meetings) and attend Sixth District general meetings.
 - _____ If a unit is out of council, president, EVP, or both attend Sixth District general meetings.
 - _____ Send any changes and additions in your roster to your council and Sixth District.
 - _____ Out-of-council units send any changes and additions in your roster directly to Sixth District.
 - _____ Send membership dues (per capita portion) to your council or to Sixth District (if out-of-council).
NOTE: A minimum of 15 members must be submitted to stay in good standing or to be considered for awards/grants.
 - _____ Make sure all items are checked off from the previous month's list.
-

- _____ Post the budget as soon as done but no later than 10 days before the first association meeting.
 - _____ Must give notice to all members.
- _____ Proposed budget must be approved at the first association/general meeting of the year.
- _____ Receive financial reports from treasurer prior to association meeting.
- _____ Order of approval for items at the association meeting (do each one individually):
 - _____ Approval of minutes from last association/general meeting from previous year – no motion needed.
 - _____ Treasurer's report – from last association meeting to June 30 – no motion needed.
 - _____ Treasurer's report – from July 1 until date of current association meeting – no motion needed.
 - _____ Ratify written checks - from last association meeting to June 30 – Need MOTION
 - _____ Ratify written checks - from July 1 until date of current association meeting – Need MOTION
 - _____ Annual financial report for the year just ended (July 1 – June 30) – no motion needed.
 - _____ Audit for Jan 1 – June 30 – Need MOTION
 - _____ Goals of the year – Need MOTION
 - _____ Programs for the year – Need MOTION
 - _____ Events for the year - Need MOTION
 - _____ Fundraisers for the year - Need MOTION
 - _____ Budget for current year (July 1 – June 30) - Need MOTION

- _____ If there are any contracts, they must be approved. Need MOTION
- _____ May need to authorize any expenditures between today and next association board meeting. Funds are released to the executive board for any budget items between now and next association meeting via a MOTION. Release of funds gives notice to the membership of the funds the executive board expects to authorize between now and the next association meeting. At the next association meeting, the membership will then ratify (approve checks already written via a MOTION) these checks.
- _____ Approve payment, if any, of council fees, out-of-council fee, and Founders Day.

- _____ Executive board should authorize the treasurer to pay the CA State PTA insurance payment, council fee if any, out of council fee if out of council, and any Founders Day donations.

- _____ Attend council or Sixth District Training (and send officers too).

- _____ Sign a fiduciary agreement with school district when writing checks to school or district to support programs or purchase equipment. Make sure to get fiduciary agreement before check signed or given.

- _____ Request that VPs and chairs submit names of volunteers monthly so you can thank them.

- _____ In in-council units, the president, EVP or both attend council-level meetings (president meetings, council general meetings). If a unit is out of council, president, EVP, or both attend Sixth District general meetings.

- _____ A copy of current bylaws should be provided to every officer.

- _____ Bylaws should be reviewed each year by the executive board.
Review to see if any changes are needed or wanted.
If yes, then appoint a bylaws committee to review or revise the bylaws in more detail.
Bylaws need to be updated every three (3) years even if no changes are needed.
NOTE: If increasing dues or adding/subtracting officers, do a straw vote at an association meeting before starting the process of sending the bylaws up channels for approval.

- _____ A copy of the bylaws should be kept at the school site for reference or for any association member that requests to view them.
- _____ Check with the school to arrange for a PTA box, drawer or designated area in which items for PTA can be placed.

- _____ Send any changes and additions on your roster to your council and Sixth District.

- _____ _____
- _____ _____
- _____ _____