

OFFICER TRAINING CT PTA 2025/2026



Connecticut
PTA[®]

everychild.onevoice.[®]

PTA Mission
To Make Every Child's Potential a Reality by Engaging
and Empowering Families and Communities to Advocate
for All Children.

Judy Goldberg, CT PTA President

Kathy Brown, CT PTA Secretary/Treasurer

Presidents, Treasurers/Officer Training Starting Your Leadership Journey

Congratulations and Welcome!

You have been elected to be an officer of your PTA! Welcome to PTA Leadership Training

Today will provide an overview for Presidents, Treasurers, and board member responsibilities.

Our focus is to build knowledge and skills to help you lead your PTA this year

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PTA MISSION: *TO MAKE EVERY CHILD'S POTENTIAL A REALITY BY
ENGAGING AND EMPOWERING FAMILIES AND COMMUNITIES TO ADVOCATE FOR
ALL CHILDREN*

PTA VALUES:

- **COLLABORATION**
- **COMMITMENT**
- **DIVERSITY**
- **RESPECT**
- **ACCOUNTABILITY**

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General Approach to Your Elected PTA Roles

- **PTA is a membership driven association.**
- **Your work is for the benefit of your school community, all the students, and the families.**
- **You will be running a small not-for-profit business.**
- **We are required to meet IRS and other regulatory guidelines**
- **Presidents and Secretary/Treasurers are the required positions for PTAs.**
- **All officers should have a close, working relationship**
- **Key officers should not be related or have a financial relationship.**

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FIDUCIARY RESPONSIBILITY

Per www.thefreedictionary.com, the definition is:

An individual in whom another has placed the utmost trust and confidence to manage and protect property or money.

The relationship wherein one person has an obligation to act for another's benefit.

***This responsibility is shared by each Board member and Officer of your unit.
Your duty is to act in the best interest of your membership.***

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WHAT DOES IT MEAN TO BE THE LEADERS OF THE TEAM

- Leaders are not born – they are developed through learning and experience!
- Leaders fulfill the basic Duties
 - **Duty of Care:** Take care of the nonprofit by ensuring prudent use of all assets, including facility, people, and good will;
 - **Duty of Loyalty:** Ensure that the nonprofit's activities and transactions are, first and foremost, advancing its mission; Recognize and disclose conflicts of interest; Make decisions that are in the best interest of the nonprofit corporation; *not in the best interest of the individual board member* (or any other individual or for-profit entity).
 - **Duty of Obedience:** Ensure that the nonprofit obeys applicable laws and regulations; follows its own bylaws; and that the nonprofit adheres to its stated corporate purposes/mission.
- Leaders lead by example, motivating by Teamwork, Respect, Accountability
- What other traits should a leader exhibit? Audience to participate here
- ALWAYS express appreciation and recognition to all volunteers.

President's Duties

- Preside at all meetings
- Along with Executive Committee, appoint committee chairs and members, as outlined in your Bylaws
- Coordinate work; approve all materials prior to distribution
- Sign all contracts
- Be familiar with financial procedures
- Be the 2nd authorized check signer with the Treasurer on the account.
- The President's job is not to DO all the work, but to EMPOWER the Board and Committee Chairs to do the work.
- Serve as the official representative of the association at PTA council meetings if applicable
- Be responsible for ensuring the completion of all SOA items with the Treasurer.
- Be the official contact for your unit
- Meet with the site administrator regularly (Principal, Superintendent)
- Perform other duties assigned by the association via your bylaws/procedures manual

REPRESENTING PTA

Remember that you represent PTA wherever you go – Be mindful of your behavior in person, online, and with social media. Remember our commitment to our values and to our code of conduct – Collaboration, Commitment, Diversity, Respect, Accountability.

Be careful that you always represent the PTA accurately, fairly, and with dignity

When making decisions, always do so, with the PTA Mission in mind

Help your unit members to be knowledgeable about PTA positions

Share the Bylaws, Basic Policies, and the Information you receive from CT PTA that is for ALL members

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WORKING WITH YOUR PRINCIPAL

- Meet consistently: discuss issues, review events, keep each other informed
- Work out problems or misunderstandings; be honest and direct
- Invite Principal to PTA board meetings
- Work as a Team
- Present PTA concerns and issues to principal and develop a forum for open discussion
- Council Presidents should build relationship with the Superintendent.

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Agenda Development: When developing your meeting agenda, consider the following:

- Review prior meetings minutes – also look at the minutes of the meeting from last year to see what occurred
- Review calendar for upcoming events
- Check in with other officers for agenda items
- Refer to “Meeting Tips” worksheet (This is available at www.ctpta.org- Officer/Forms. This is password protected:
Password: Advocate23)

Running the Meeting

All board members should be present and greeting our paid members attending!!

- Plan ahead
- Have an agenda
- Start and end the meeting on time
- Include time limits for each discussion item
- Establish a quorum and vote on all action items
- Use parliamentary procedure
- Preserve order to be fair, impartial and respectful
- Remember that you act as facilitator as the meeting chair
- A good meeting is everyone’s responsibility
- Did we ask everyone to join??

How to handle suggestions, decisions, potential conflict:

- Does our work align with PTA mission?
- Are we supporting all of our students?
- Are we fair, open to suggestions, inclusive ?

YES! *"This opportunity aligns with our Mission and would fit nicely into our calendar or events."*

Lets consider it: *"This opportunity aligns with out Mission and would work well alongside another event we have planned. I give your contact info to the chairperson to discuss."*

No: *"Thanks for making that suggestion. Unfortunately, that program doesn't align with the Mission of PTA. Please let me know if you have other ideas."*

FINANCIAL RESPONSIBILITIES

You are running a small non-for-profit business as a PTA unit leader.

Have 2 names on signature cards at bank – President & Treasurer . This allows either officer to sign checks for your PTA.

Never make checks out to cash or pre-sign any PTA checks

Use check requests (follow bylaws for when two signatures are needed on the request) and remittance forms

Have 2 people count & verify ALL money

*Have someone review bank statement monthly - someone other than the signers on the account (This is critical for insurance purposes) Ensure that a monthly financial report is completed at every meeting – put this on your agenda and note it in your minutes

Use membership funds to benefit ALL Children, all grades, etc.

**UPDATES
FOR 2025**

CT PTA STANDARDS OF AFFILIATION

The Standards of Affiliation are the minimum annual requirements that a local PTA must complete in order to maintain Good Standing.

See next slide for CT PTA SOA.

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**EFFECTIVE
JULY 1, 2025
PTA MEMBERSHIP FEES
ARE \$8.50 PER PAID
PTA MEMBER**

National PTA votes in \$1.00 increase to go into effect July 1st

To maintain proper legal and liability status, all PTAs are required to be in "good standing" with the Connecticut PTA. A benefit of affiliation with PTA is a central location for all your important legal and organizational documents. As a part of our service to you and your members, the following information will be kept in your file at the CT PTA office.

Item	Format	Due to CT PTA Office	Rationale
Officers Information Date Completed _____	Electronic Report officers on our website: www.ctpta.org (Follow link to report officers).	By July 1st Immediately after the election of officers but no later than July 1 st . Email CT PTA officer changes throughout the fiscal year. (office@ctpta.org)	This is required to allow the State & National PTA to communicate with each PTA and the leadership team responsible. Officer's information is required yearly even if there are no changes to officers. Information shared with National PTA.
Financial Review Date sent to CT PTA ____	Electronic, mail or fax Sample review form available from CT PTA if needed. REQUIRED FOR INSURANCE	Due: Close of fiscal year, prior to September 15th <u>All PTAs must complete a review of the previous year's financials and send to CT PTA</u> <i>All PTAs are to perform a yearly <u>review</u> of the books. All reviews must be sent to CT PTA, signed by 2 to 3 people who performed the review. The volunteers who review the books cannot have had access to the check book/funds.</i>	Required for bonding insurance and is a good practice to ensure your financial process is sound. Please note: Insurance fidelity bond coverage <u>requires that monthly</u> bank statements must be reviewed and signed by someone who does not have authorization to sign checks. <i>(Financial software does not qualify under insurance requirements.)</i>
Membership Fees <i>Monthly as new dues need to be reported.</i> *NEW THIS YEAR- NATIONAL PTA DUES INCREASE- DUES NOW \$8.50 PER PAID MEMBER	Electronic via GiveBacks (MH) or Mail CK with Unit Treasurer Report to office <i>(All forms can be found on our website- PTA Officers- forms. Also available from the state office. Password protected page on our website; contact CT PTA to gain access.</i>	Officers immediately , then fees are submitted monthly when you have new members to report to CT PTA. Please note: A minimum of 25 paid PTA members for all PTAs and a minimum of 10 paid PTA members for all SEPTAs must be reported and paid to CT PTA by October 15 th which is to include all officers' membership. <i>All Officers must be paid PTA members.</i>	Fees provide the State and National PTA with the resources to assist affiliates and advocate for children. <u>Officers need to be paid PTA members immediately to conduct PTA business.</u> Treasurers should submit fees monthly when there are new members to report. All PTAS must have paid members reported by October 15 th and then again, every month moving forward as you attract new members.
IRS 990- Copy or letter for extension Date sent to CT PTA _____	Electronic, mail or fax to CT PTA a copy of your IRS form 990.	October 31st Make 3 copies – one for each - IRS, CT PTA, and your PTA files.	All PTAs are mandated by the IRS to complete form 990 to maintain non-profit status. The fiscal year ending 6/30- due to the IRS by Nov 15th to avoid filing penalties.
Proof of Insurance <i>Only for PTAs who do not use AIM-</i> Date policy sent to CT PTA _____	If using AIM insurance as your provider, NO proof is necessary.	November 30th This date is for PTAs who do not use AIM Insurance . Any PTA who seeks outside Insurance (other than AIM), please send proof of Insurance to CT PTA via email to office@ctpta.org	Insurance is needed to protect your officer against lawsuits, guard your treasury for loss or theft and provide liability coverage for your events. Applications and renewals will be sent to PTA Presidents in August/September.
Bylaws Date sent to CT PTA _____	Electronic, mail or fax to CT PTA	Bylaws must be reviewed every 3 years not to exceed 5 years. Contact CT PTA to receive the most current Model Bylaws.	Bylaws are your PTAs basic governing document. Bylaws must-be reviewed on a regular basis, every 3 but no more than 5 years, to ensure accuracy. <i>Prior to the General Membership vote, proposed bylaws are sent to Connecticut PTA office for review. Please send to office@ctpta.org.</i>
Training for officers Required for all Presidents/Treasures. Date Completed _____	Leaders are required to participate in leadership training that has been provided or approved by Connecticut PTA. Suggested for all Officers	SUNDAY, SEPTEMBER 7TH TRAINING DAY. Sheraton Hartford South, Rocky Hill CT Registration will be available on our website. <i>Training must be completed every year before November 15th-or within 60 days of taking office.</i>	Training allows for the dissemination of the most current regulations, trends and standards in PTA and parent engagement. We provide Leadership Training yearly which you are encouraged to attend. Council-based training must be approved by Connecticut PTA.

office@ctpta.org
203-891-6140

CONNECTICUT PTA
60 Wellington Road, Suite F, Milford, CT 06461

UPDATE ON FINANCIAL REVIEWS AND REVIEW OF BANK STATEMENTS

To assure all Treasurers and Presidents are aware of the requirements for Insurance please take note of the following:

Association Insurance Management (AIM) and Connecticut PTA have had a long and beneficial partnership. AIM is a premier insurer of nonprofits and specializes in working with PTAs. AIM has financially and intellectually supported Connecticut PTA through the years.

Financial Reviews:

All PTAs need to submit a financial review yearly to CT PTA for crime and fidelity bond insurance to be valid.

Regardless of who is completing the IRS Form 990, all PTAs must complete a financial review.

This is now included in the CT PTA Standards of Affiliation, also attached.

IMPORTANT

Review of Bank Statements

Fidelity bond Insurance coverage requires that monthly bank statements, are reviewed and signed by someone who does not have authorization to sign checks. (Financial software does not qualify under insurance requirements.)

CT PTA has a sample financial review form on our website.
GO to PTA Officers/Forms. Here you will find a sample financial review.
This page is password protected: Advocate23

NEW IRS REGULATIONS FOR FILING OF IRS 990S

ARE YOU AWARE.....

**All PTAs who file a 990 online needs to set up
an account with login.gov or ID.me.**

www.login.gov

[www.ID.me](https://www.id.me)



givebacks

(formerly memberhub)

CT PTA OFFERS GIVEBACKS TO ALL PTA'S IN CT- FREE

A HUGE SAVINGS AND A GREAT WAY TO HELP RUN YOUR PTA!

**GIVEBACKS IS BUILT FOR K-12 GROUP SUCCESS!
A \$1,000 SAVINGS FOR YOUR PTA!**

Over 12,500 K-12 parent groups trust GIVEBACKS to engage families and raise funds for their schools.

PTAs use GIVEBACKS to:

- ✚ **Keep families in the loop** with an easy newsletter builder.
- ✚ **Connect their community**, and **manage volunteers and events**.
- ✚ **Sell memberships, spirit wear and more online**.
- ✚ **Raise funds**- while keeping more, working less and getting expert help from end to end.
- ✚ **Reward their supporters** with savings through Givebacks.
- ✚ **And more!**

**PTAs that used their Givebacks e-Store to sell memberships online saw an average membership increase of 22%—
with some schools reporting growth as high as 350%!**

Shop to Give

Create a new passive giving donation stream for your organization with our exclusive Shop to Give program. Enable your supporters to do more without doing extra by automatically donating to your cause when they shop and dine. The merchant covers the donation!



Being a PTA leader and volunteer is a tough job.

GIVEBACKS makes your life easier by combining our membership database, compliance, communications, and payments all into one platform.

**ARE YOU READY TO
SET UP GIVEBACKS
FOR YOUR PTA?**

Connecticut PTA has a dedicated Givebacks specialist ready to help PTA leaders across the state!

We'll walk you through setting up your Givebacks account and show you how to make the most of this FREE tool to grow your membership and fundraising efforts.

Contact CT PTA today and we'll connect you with our Givebacks expert, **Courteny**, who is ready to support you every step of the way.

 office@ctpta.org
 203-891-6140

CALENDAR PLANNING

Share PTA's Mission throughout your school

Add Key CT PTA Events to your planning!

- CT PTA Outstanding Educators – Nominate an outstanding Teacher or Administrator from your PTA and be recognized statewide!
- CT PTA STATEWIDE PTA Reflections Celebration
- CT PTA Annual Meeting!
- CT PTA Symposium & Expo + Be part of in person training and networking.

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CALENDAR PLANNING

July/August

- **Officer Information due to CT PTA by July 1st.** Even if officers are remaining the same, officers must be reported. There is an electronic link on the CT PTA website where officers are submitted.
- Fiscal year ends June 30th. Current Treasurer should gather and begin IRS 9900, due to CT PTA before October 31.
- **Financial review due to CT PTA. Due to CT PTA by September 15th**
All PTAs must submit a financial review at the end of the fiscal year. Needed for crime and fidelity bond insurance to be valid.

September

- Let everyone know we are here! Back to School night, Membership recruitment, Open House, Executive Board meeting; General Membership meeting;
- **Insurance:** Current AIM policies expire 10/31/2025. All PTA's must renew Insurance and have active Insurance for their PTA. Renewal policies are emailed to PTA Presidents in September.
For units who do not use AIM Insurance, you must provide proof of Insurance to CT PTA. Please forward your policy to office@ctpta.org

October

- **Membership Fees** All PTAs submit membership to CT PTA either by Givebacks/MemberHub electronically or check to the office with a unit treasurer report. All PTAS must have a minimum membership of 25 paid members (10 for SEPTAs) submitted to CT PTA by October 15th. All officers of each PTA must be paid PTA members to be an officer. Membership continues to be submitted monthly when you have new members to report.

November

PTA Fun Time! Are we hosting a Family Engagement Event? Have we invited town officials to join our PTA? Let our community know we are here!

SHARE THE PTA MISSION!

December /January

- Winter activities, good time to look at bylaws, remember, bylaws must be reviewed and updated every 3 not to exceed 5 years. Contact CT PTA for updated model.
Volunteer Appreciation Event for winter PTA kindness!

February

- Participate in advocacy activities; celebrate CT PTA Founders Day (2/17).

March

- Elect nominating committee according to bylaws;
Plan for Teacher/Staff appreciation; review proposed school district budget

CALENDAR OF EVENTS

April

- Begin to prepare Annual Meeting & Election of Officers per your bylaws (usually April – June)

May

- Prepare budget for next fiscal year and present to Executive Committee/Board of Directors

June

- Close your fiscal year. Submit Officer Information Sheet to CT PTA (due July 1); budget to General Membership meeting for vote, installation of new officers, year end PTA event!

Don't forget to add CT PTA Events to your planning!

- *Outstanding Educators – Will your PTA have an outstanding educator this year?*
- *CT PTA Reflections Awards Celebration*
- *Symposium & Expo PTA Reflections Celebration*
- *CT PTA Annual Meeting*

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TREASURER

- ▶ Review files and financial records from last term to better understand the scope of your new position. These should include:
 - ▶ Treasurer's book/ledger, spreadsheets and records
 - ▶ Checkbook for PTA bank account
 - ▶ Check endorsement stamp, if available
 - ▶ Receipt book
 - ▶ Remittance forms to transfer money to council and district treasurers
 - ▶ Monthly Treasurer's Reports, Annual Financial Reports and Budgets
 - ▶ Federal and state tax records and government filings.
 - ▶ Maintain a permanent record to track PTA income, receipts and disbursements.
 - ▶ Submit a written report for board meetings, detailing income and expenses since the last meeting.
 - ▶ A bank account non-signer reviews bank statement on a monthly basis
 - ▶ Required for fidelity insurance coverage

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TREASURER CONTINUED

- ▶ Adhere to PTA financial procedures as outlined in bylaws and State and National PTA guidelines
- ▶ Protect members' privacy by utilizing member information for PTA work only
- ▶ Maintain a current procedure book to pass on to a successor
- ▶ Work together as a team to improve the lives of all children and their families.
- ▶ Establish checks, balances, and controls or maintain them if in place.
- ▶ Maintain permanent records to track unit funds and financial transactions
- ▶ Chair budget committee and prepare annual budget
- ▶ Pay all PTA bills as authorized by the Board
- ▶ Prepare reports for every Board and Membership meeting and an annual financial report
- ▶ Ensure taxes and reports required by PTA bylaws, insurance or federal and state governments are completed and submitted by the due dates

- ▶ Maintain a permanent record to track PTA income, receipts and disbursements.
- Ensure monies are counted by two PTA members. Use a verification form or system
- Receive funds collected by other PTA volunteers and issue receipts
- Make deposits of money and checks immediately in a PTA bank account, retaining deposit slips
- Prepare authorizations for payment, signed by the president and second signer as needed
- Issue checks to pay bills as directed by the board
- Keep PTA check book up to date to show current balance
- Reconcile monthly bank statement promptly
- Track membership dues collected and send dues to CT PTA
- Prepare the Annual Budget for membership vote
- Prepare Annual Financial Reports for membership review

ALL BOARD MEMBERS

- ▶ Learn more about PTA policies, procedures and best practices for handling and managing unit funds, fundraising, membership, your role
- ▶ Talk to the former officer to get advice and tips about your new role
- ▶ Coordinate with unit PTA President
- ▶ Maintain cordial relationships with school staff
- ▶ Learn the computer program or online system used to maintain PTA financial records, minutes, or any other records.
- ▶ Understand PTA insurance
- ▶ Fraud and Theft Prevention webinar

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WHAT YOU SHOULD KNOW ABOUT SECRETARY DUTIES

All PTAS are required in the state of CT to have a minimum board of the following 3 positions: President, Treasurer and Secretary. The role of Secretary and Treasurer can be a combined position and filled by 1 person if only 2 candidates are available.

Preparation :

- Review files and procedure book from last term to better understand the scope of your new position. Materials should include:
- ▶ Secretary's minute book with minutes from board and association meetings
- ▶ PTA records – Bylaws, membership list, charter, rosters and correspondence
- ▶ Check your bylaws and standing rules to see what your job entails as secretary. If your PTA has a recording secretary and a corresponding secretary, discuss how you will work together.

Find out more about:

- ▶ PTA policies, best practices and resources
- ▶ *Insurance Loss and Prevention Guide*
- ▶ It's also worthwhile to talk to last term's secretary to get advice and tips about your new role.

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Secretary

- ▶ When taking minutes at a meeting, focus on noting:
- ▶ Actions taken by group in the order they took place
- ▶ What is done, not what is said - This means that any detailed discussion does not have to be included. Personal opinion should never be included in the minutes.
- ▶ This is the same focus whether the meeting is in person or virtual.
- ▶ If meetings are virtual, it becomes more important to coordinate the agenda, in advance, with the President.
- ▶ Whether you hand-write or use a laptop or device to take notes at a meeting to produce the minutes, remember to include the following information:

MEETING DETAILS

- ▶ Name of your PTA
- ▶ Date, place and type of meeting
- ▶ Start time and end time of meeting
- ▶ Attendance list
- ▶ Name and title of presiding officer

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- ▶ Approval of previous meeting's minutes 'as written' or 'as corrected' with a list of corrections
- ▶ Summary of treasurer's report listing date and balance on hand in the last report, income, expenses and date and balance on hand in the current report
- ▶ Motions to adopt budget, financial reports, audit reports and resolutions
- ▶ List of payments authorized or expenditures ratified to pay bills
- ▶ Motions to approve projects, fundraisers, contracts and bylaws changes, noting person's name making a motion and vote's result if adopted or defeated
- ▶ For motions with a counted vote, record if a quorum or majority was needed and the number for and against the motion
- ▶ For motions requiring a two-thirds vote, note that a two-thirds vote was required for approval after the outcome of the motion

- ▶ Summary of officer, chairmen and administrator reports with important, written reports attached
- ▶ Election results with nominees' name and the number of votes each nominee received
- ▶ Brief reference to program presented at an association meeting, noting type of presentation, presenter, title and organization represented
- ▶ In addition, at the end of the minutes, add your signature and title

DISTRIBUTION OF MINUTES

- ▶ It's always best to complete the minutes soon after a meeting.
- ▶ Send a copy to the president to review before distributing minutes to the group that generated them.
- ▶ There are several ways to share minutes with your members. For a smaller group, such as a board, you can email the minutes for review before the next meeting. Bring a few copies to the next meeting.
- ▶ However, it's important to keep in mind that PTA minutes are produced only for members and are not for public distribution.
- ▶ For this reason, they are not posted on any website, on social media or in a newsletter in their entirety.
- ▶ Instead, if needed, provide **only a summary** of the minutes online and in school newsletters that highlights the main actions taken at the meeting.

APPROVAL, CORRECTION, PRESERVATION OF ALL PTA MINUTES

- ▶ Minutes are presented for approval at the next meeting of the group as a standard agenda item.
- ▶ Corrections to minutes are made when they are presented for approval at a meeting. They can also be made at any subsequent meeting when an error is discovered.
- ▶ Minutes are the legal, permanent records of a PTA as a nonprofit organization and are kept forever. At the end of the term, the master copy of the minutes, should be bound and passed on to your successor. Minutes can be maintained electronically in the manner that your PTA keeps its records.

ALL PTA BOARD MEMBERS

- ▶ Adhere to PTA financial procedures as outlined in bylaws and State and National PTA guidelines
- ▶ Protect members' privacy by utilizing member information for PTA work only
- ▶ Maintain a current procedure book to pass on to a successor
- ▶ Work together as a team to improve the lives of all children and their families
- ▶ Follow Nominating Committee requirements for elections
- ▶ Resolve conflict early
- ▶ Build consensus and teamwork among board and committees

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ALL PTA BOARD MEMBERS

Please share the importance of bylaws and following them or they will and can be challenged.

Bylaws

- ▶ **Bylaws are your guide to managing your PTA**
- ▶ **Know your Bylaws, have a copy at each Board and General meeting**
- ▶ **Key Elements include**
 - ▶ **Nominations and Elections**
 - ▶ **Officers and duties**
 - ▶ **Code of Conduct; Conflict of Interest**

BYLAWS RULE

It is critical that you are familiar with your Bylaws and Policy/Procedures Manual (if applicable).
All Officers should have a copy of the bylaws.

Your BYLAWS will provide you with the following information

- Unit Name, Town, Fiscal Year
- Purposes and Principles of PTA
- Relationship with National and CT PTA
- Membership Types and Dues information
- Elected Officer positions and their duties
- Nominations and Elections process
- What the Executive Committee is, what the Board of Directors is, how often you must meet & quorum
- Defines frequency of General Membership meetings and Quorum
- Standing Committees
- Defines your Fiscal Year
- Parliamentary Authority and Amendments or Revisions for Bylaws
- Conflict of Interest, Whistle Blower Policy, Code of Conduct

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FOCUS ON PTA MISSION

*Make every Child's potential a
reality by engaging and
empowering families and
communities to advocate for all
children.*

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PTA RESOURCES



CT PTA

office@ctpta.org

203-891-6140

www.ctpta.org

[Officers/forms](#)

[page on website](#)

[\(password protected\)](#)



Password: Advocate23



National PTA

www.pta.org

CT PTA
60 Wellington Road
Suite F
Milford, CT 06461

everychild.one voice.®

Council PTA
Local Leaders Group
Facebook



**First thing every PTA Officer needs to do:
LIKE CT PTA ON FACEBOOK!!!**



**At your 1st PTA Meeting, have everyone take out
their phones and like CT PTA!**