Purposes of PTA

Utah PTA will help every child realize his full potential and will:

Advocate:
Support and speak on behalf of children and youth, and

Involve:
Encourage positive involvement in all facets of a child’s life, and

Develop:
Assist in developing skills to raise and protect children and youth.

The Mission of PTA is three-fold:

To support and speak on behalf of children and youth in the schools, in the community, and before governmental bodies and other organizations that make decisions affecting children;

To assist parents in developing the skills they need to raise and protect their children; and

To encourage parent and public involvement in the public schools of this nation.

Utah PTA Mission Statement

National PTA Mission Statement

To promote the welfare of children and youth in home, school, places of worship, and throughout the community.

To raise the standards of home life.

To advocate for laws that further the education physical and mental health, welfare, and safety of children and youth.

To promote the collaboration and engagement of families and educators in the education of children and youth.

To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth; and

To advocate for fiscal responsibility regarding public tax dollars in public education funding.

National PTA Mission Statement

To promote the welfare of children and youth in home, school, places of worship, and throughout the community.

To raise the standards of home life.

To advocate for laws that further the education physical and mental health, welfare, and safety of children and youth.

To promote the collaboration and engagement of families and educators in the education of children and youth.

To engage the public in united efforts to secure the physical, mental, emotional, spiritual, and social well-being of all children and youth; and

To advocate for fiscal responsibility regarding public tax dollars in public education funding.
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# My Critical Information At-A-Glance

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**Notes:**
- Fill in the blanks with the appropriate information.
- Keep this section handy for quick reference.
- Use for communication and coordination with leaders and staff.
Role of the Leadership Vice President

Support The President

The main role of the Leadership VP is to sustain the President. The Leadership VP gives active help and encouragement to the President in making PTA successful.

Assist the President - as assigned

1. Train on leadership skills*
2. Create a welcoming and inclusive environment
3. Conduct a Needs Assessment. A Needs Assessment is a survey of parents in your school that will help in setting goals which meet the needs of your school *
4. Set and Review goals
5. Create job descriptions for PTA positions*
6. Encourage the development and use of Procedure Books. A Procedure Book is a permanent record of a PTA officer’s activities for the term of their office that contains materials and information needed for the successor*
7. Facilitate board transitions*

“When we exit, we can take ourselves along—quite gracefully.”

~ Ellen Goodman

*Resources referred to above can be found in this Leadership Handbook, the Presidents Handbook and online at www.utahpta.org/leadership-resources.

Keep the “Big Picture” Alive and Well

This means that the VP for Leadership needs to ask such questions as:

■ Are we nurturing future leaders for our PTA?
■ Are we giving adequate training to our Board so that they could lead in the future?
■ Are we matching the skills of our volunteers with their assignments so they will succeed in their job?
■ Are we meeting the needs of our volunteers?
■ Are we building unity and teamwork?
■ Are we being inclusive and including all cultures in our PTA?

A Leadership VP can:

■ Read and give trainings on leadership skills to the board (at board meetings, planning meetings, etc.)
■ Give trainings on special topics such as conflict management, communication, and organization
These topics may be assigned by the President as needed

- Boost the morale and integrity of the Board through trainings and example
- Conduct or be in charge of doing the Needs Assessment for your PTA/PTSA
- Set GOALS with your board using the Needs Assessment and make sure the goals are reviewed during the year and accomplished
- Create and distribute job descriptions and train people on their jobs as approved by the President
- Train on the value of Procedure Books and how to do them. Encourage each officer/leader to keep a procedure book and train their replacement the following spring
- Help with Board transitions
- Help make your PTA welcoming and inclusive to all. Invite all ethnicities to serve on the Board
Organizing Your Commission / Committee

This page is to help you identify the plan for your Commissioners and the people on your commission/committee.

Commission/Committee:

Commissioner/Chairman:

Areas of Concern:

Commission/Committee Members:

   Teachers:

   Students:

   Parents:

   Community:

   Specialists:

Consultants: (Resource people)
Meeting / Project Planning Assignment Sheet

This page is provided as a guide for setting up a plan of work for projects.

Officers in charge: (assignments)

Committee:

Business to be conducted:

1. 
2. 
3. 
4. 

Presentations:

Publicity:

- Fliers
- Community Newspaper (press release)
- Posters
- Websites
- Other (PTA newsletter, local radio or television stations)

Physical Facilities:

Handouts:

1. 
2. 
3. 
4. 
Other:

Costs:

Evaluation:

Subject:

Letters:

School Papers:

Calls:
PTA Leadership Skills

Effective Leadership

Leadership is often defined as “the art of getting or inspiring people to do something.” It is not the same as management, which is associated with accomplishing a task in an effective and efficient manner. A leader must often use different leadership styles, depending on the situation and group.

People skills are a basic necessity in good leadership. A successful leader will involve everyone in the group in any decision-making that will affect them.

Characteristics of a Leader

A leader is one who can facilitate action and guide change. A leader takes people from where they are to where they and the PTA want to go.

Some qualities of leadership are:
- Organization and preparation of materials
- An optimistic, positive state of mind
- Enthusiasm for and belief in PTA
- Emotional stability, which includes the ability to work with a variety of people and problems
- Intellectual maturity, which allows the leader to define positions and deal with opposition

In addition, an effective PTA leader will have the following attributes:
- Knowledge of the job: A leader will know the duties, study the bylaws of the association, learn parliamentary procedure, and be committed to PTA Purposes
- Willingness to establish goals and priorities with participation from the board and membership
- Responsiveness to group members: A leader will invite questions and be available to everyone
- Delegation of duties to others: Delegation not only lightens the leader’s load, it helps develop leadership skills in others
- Wise handling of conflicts: Big problems grow from small problems; handle problems before they grow out of proportion
- Dependability

Responsibilities of a Leader
- Listen
- Participate
- Allow others to participate
- Be enthusiastic
- Develop a team spirit
- Be positive
- Be a problem solver
- Treat all people fairly
- Reward efforts
Leadership

“Leadership is communicating to people their worth and potential so clearly that they are inspired to see it in themselves.” ~ Stephen R. Covey

“A leader is one who knows the way, goes the way, and shows the way.” ~ John Maxwell

“Leadership is the ability to influence yourself and others in achieving sustained results. In the process of achieving results, leaders convey vision, develop trust, establish confidence, remove barriers, and inspire the best efforts and talents of others.” ~ Shawn Moon/Franklin Covey

Characteristics of Leadership

Vision
A leader with **vision** has a clear, vivid picture of where to go. But it’s not enough to have a vision; leaders must also share it and act upon it. Jack Welch, former chairman and CEO of General Electric Co., said, “Good business leaders create a vision, articulate the vision, passionately own the vision, and relentlessly drive it to completion.”

Integrity
**Integrity** is the integration of outward actions and inner values. A person of integrity is the same on the outside and on the inside. Such an individual can be trusted because he or she never veers from inner values, even when it might be expeditious to do so. A leader who is centered in integrity will be more approachable by followers.

Dedication
**Dedication** means spending whatever time or energy is necessary to accomplish the task at hand. A leader inspires dedication by example, doing whatever it takes to complete the next step toward the vision.

Magnanimity
**Magnanimity** means giving credit where it is due. A magnanimous leader ensures that credit for successes is spread as widely as possible throughout the organization. Conversely, a good leader takes personal responsibility for failures. To spread the fame and take the blame is a hallmark of effective leadership.

Humility
Leaders with **humility** recognize that they are no better or worse than other members of the team. A humble leader is not self-effacing but rather tries to elevate everyone.

Openness
**Openness** means listening to new ideas, even if they do not conform to the usual way of thinking. Good leaders are able to suspend judgment while listening to others’ ideas, as well as accept new ways of doing things that someone else thought of. Openness builds mutual respect and trust between leaders and followers, and it also keeps the team well supplied with new ideas that can further its vision.

Creativity
**Creativity** is the ability to think differently, to get outside of the box that constrains solutions. Creativity gives leaders the ability to see things that others have not seen and thus lead followers in new directions.
**Fairness**

*Fairness* means dealing with others consistently and justly. A leader must check all the facts and hear everyone out before passing judgment. When people feel that they are being treated fairly, they reward a leader with loyalty and dedication.

**Assertiveness**

*Assertiveness* is not the same as aggressiveness. Rather, it is the ability to clearly state what one expects so that there will be no misunderstandings.

**Sense of Humor**

A *sense of humor* is vital to relieve tension and boredom, as well as to defuse hostility. Effective leaders know how to use humor to energize followers. And simply put, humor fosters good camaraderie.

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**7 Habits of Highly Effective PTAs**

**PTA - Working well together as a team, feeling good about yourself**

**Habit #1**

*Be proactive*—Means more than merely taking initiative. It means that as human beings, we are responsible for our own lives. Our behavior is a function of our decisions, not our conditions. We have the initiative and responsibility to make things happen. Look at the word, “Response-ability”—the ability to choose your response. Highly proactive people recognize that responsibility. They do not blame circumstances, conditions, or conditioning for their behavior. Their behavior is a product of their own conscious choice, based on values, rather than a product of their conditions, based on feeling. Reactive people are often affected by their physical environment. If the weather is good, they feel good. Proactive people can carry their own weather with them. Whether it rains or shines makes no difference to them. They are value driven. Reactive people build their emotional lives around the behavior of others, empowering the weaknesses of others to control them. They are affected by “social weather”. Reactive people are driven by feelings, circumstances, conditions, and by their environment. Proactive people are driven by values—carefully thought about, selected and internalized values. Proactive people are still influenced by external stimuli, whether physical, social or psychological. But their response to the stimuli, conscious or unconscious, is a value-based choice or response. Eleanor Roosevelt said, “No one can hurt you without your consent.”

“They cannot take away our self respect if we do not give it to them.” ~ Gandhi

**PTA - Setting goals, the beginnings of our Strategic Plan**

**Habit #2**

*Begin with the End in Mind:* This one is basically about goal setting, but with a twist that makes all the difference. I have always associated goal setting with business or wealth creation goals. This is true enough, but Covey gave me a larger vision of what it means. A person who sets goals is a person who lives fully rather than just letting life happen to him.
PTA - Setting priorities: Take care of self and family before PTA, good time management will allow you to take care of all three.

_Habit #3_
Put First Things First: In a nutshell, this, the third of Stephen Covey’s The 7 Habits of Highly Effective People, tells us that part of integrity is in commitment. The reason why effective people use appointment books, prioritize their daily schedules and focus on the minutiae of they daily agendas is because they are committed to their work.

PTA—Decision-making, how to come up with solutions to issues and problems so that all or at least most of the participants feel good about it.

_Habit #4_
Think Win-Win: Why is “Win-Win” more effective than “win at all costs”? It’s because if you have long term goals, they will most effectively be achieved through cooperative efforts. A “win-win” attitude not only reflects personal maturity and strength of character, it has practical benefits as well.

PTA - In working with each other and those we serve, listen and understand first. Try to see things from their point of view. Then give comment or advice.

_Habit #5_
Seek First to Understand, then to be Understood: This is a reversal of the all-too-common human characteristic of “getting your point across” and “having your say.” Just a moment’s reflection on the quagmire the world is in should make it clear that if our leaders were listening to each other instead of shouting at one another, we would be finding solutions to our common problems. This is as true on a personal level as on a corporate or political level.

PTA - Working together with the same goal in mind can result in much more success.

_Habit #6_
Synergize: Stephen Covey sums this up with the old adage, “Two heads are better than one.” Synergy is working together. Confucius put the alternative to synergy well when he said, “The knowledge of one man is always one-sided and incomplete.”

PTA - It can be very demanding to be a PTA leader. How can you “fill your empty cup?” and be able to keep moving forward?

_Habit #7_
Sharpen the Saw: Here, The 7 Habits of Highly Effective People turns back to the individual. You cannot be fully effective if you neglect your physical, emotional, intellectual and spiritual maintenance and growth.
Don’t Re-invent the Wheel - Creating and Keeping a Procedure Book in PTA

One of the most helpful tools for a PTA volunteer is the Procedure Book. Maintaining a procedure book will provide helpful and useful information for each officer and/or chairperson. This information can then be passed from volunteer to volunteer each year and provide an invaluable resource. If you are a new volunteer and there is no procedure book for your position, now is the time to create one. The procedure book, which can be a three ring binder, should contain a record of work done and other helpful material that has been collected.

Include the following:

- A copy of the local bylaws, found in the State PTA Handbook given to each President
- Standing rules. Not all PTAs have these, but they contain job descriptions and more detailed information about conducting the business and directing the activities of the PTA
- The annual budget, especially the budget for your activity or project
- PTA calendar for the year
- Materials from workshops and convention
- Job descriptions that are updated regularly for easy reference. Refer to your standing rules, the State PTA Handbook or to specific handbooks provided at the PTA Office or on the hard drive provided to PTA Convention attendees
- Agendas, minutes, financial reports, and all other reports
- A list of the officers, chairmen, and committee members addresses, telephone numbers, and e-mail addresses
- A list of resource people and organizations. Include addresses, phone numbers and e-mail addresses
- Special information relating to officers or chairmen and current work plans and including all fliers sent out for events
- Previous program correspondence and files for at least two years so that all officers can look back on their predecessors’ work as needed
- All fliers, handouts, newsletter articles, announcements and other publicity and media tools
- Copies of all receipts from the purchase of supplies or food for your particular project
- A comprehensive list of supplies needed for the project and their location
- A time line for the project, when to reserve things, order things, pick-up things, how often to hold meetings, etc.
- A data disc containing all of the above information that was created specifically for this project
- Very important—an evaluation of the project. What worked and what didn’t. What you wish you had done differently. The names of key people who helped you most or provided important and helpful information. It is always good to re-convene the committee to discuss this as a whole, to get different viewpoints

Procedure books are created to help a PTA run smoothly and provide each chairman or officer with a record of what has been done in the past. Remember the procedure book, as with all PTA materials, belongs to the association. Once a chairman or officer has moved out of a position, the procedure book should then be passed on to the next person filling the position.
Utah PTA Leadership Award

LEAP
Leadership, Excellence and Partnershiping 2018-2019

All PTA leaders or members may apply!

It is the desire of Utah PTA to recognize our committed volunteers. Within the membership of Utah PTA are leaders who steadfastly serve in various PTA positions and volunteer thousands of hours for the benefit of the children of Utah.

- Applications are due by below boxed dates.
- Awards will be presented by Region Directors.
- Names of recipients will be listed in the Utah PTA Leadership Convention program each May.

You may apply for one, two, or three levels at a time. (Please Print)

For which level(s) is the leader applying? Level 1 _____ Level 2 _____ Level 3 _____

Name of Applicant ____________________________________________________________ □ Male □ Female

Address ______________________________________ Phone ______________________

E-mail __________________________________ Current PTA Position ______________________

Name of PTA __________________________________________________________________

□ Elementary □ Middle □ Junior High □ High School

Signature of Supervisor (Local President, Council President, or Region Director.) __________________________

Region _____ Council _______________________________________________________

LEVEL I (Starred * items are required, plus three unstared for a total of eight.)

_____ * Has been a PTA member for at least 1 year.

_____ * Understands how PTA functions with bylaws and knows where to find their PTA's bylaws.

_____ * Is familiar with National and Utah PTA Purposes and Mission.

_____ * Has attended a Utah PTA Leadership Convention. Year attended? __________

_____ * Has attended a pre-convention or post-training. Date ______________________

_____ Has visited Utah PTA and National PTA Websites.

_____ Has chaired a local committee or commission. Name of committee or commission ______________

_____ Has attended a School Board Meeting and reported on it, or served on your school's Community Council.

_____ Has attended your child’s or grandchild’s SEP, SEOP or Parent/Teacher Conference.

_____ Other, as approved by leader. Please specify. ________________________________

Award Deadlines:
Council: January 15
Region: February 1
State: March 1
Region #__________
Council ____________
LEVEL II (Starred items are required, plus three unstarred for a total of eight.)

___ * Has been a PTA member for at least two years.
___ * Has a working knowledge and understanding of PTA bylaws.
___ * Has attended a second Utah PTA Leadership Conventions. Which year? __________
___ * Has a working knowledge of the PTA National Standards for Family-School Partnerships. (Key found in Utah PTA Handbook and www.utahpta.org.)
___ * Has attended 90% or more of meetings required for PTA position.
___ Has attended three additional school board meetings or researched the results of three meetings and reported to your local PTA board.
___ Has attended Utah PTA advocacy conference. Which year? __________
___ Has organized a PTA school-wide parent involvement event. Event Date: __________
___ Understands the PTA channels of communication. (Local> Council> Region> State> National).
___ Other, as approved by leader. Please specify.

LEVEL III (Starred items are required, plus three unstarred for a total of eight.)

___ * Has been a PTA member for three or more years.
___ * Has been involved in updating PTA bylaws as a board member.
___ * Has attended a third Utah PTA Leadership Convention. Which year? __________
___ * Has served as an officer on the PTA Executive Committee.
___ * Has assisted in a leadership training at the Council or Region level. Date: __________
___ Has helped with a pre-convention or post-training. Date: __________
___ Has a working knowledge of parliamentary procedure and has used it in conducting a meeting.
___ Has implemented a new program at the local, council, or region level. What program? __________
___ Has attended National PTA Convention. Year? Location __________
___ Has represented PTA on a school, district, or community committee.
___ Other, as approved by leader. Please specify. __________
Ideas on How to Give a Non-boring Presentation
OR ... Keeping Your Audience Awake! By Ilene Mecham

Close your eyes, go with me (Have your audience visualize something which fits in with your topic.)

1. Make a good start
   ■ Attention getters (like the visualization we just did)
   ■ Ice breakers
   ■ Eye contact
   ■ Humor
   ■ State objectives
   ■ Make them think

2. Develop your ideas
   ■ Add stories throughout the lecture
   ■ Involve them mentally again
   ■ Visuals (video clips, posters, word strips, power point or overheads)
   ■ Panel discussions
   ■ Poems
   ■ Reading “theater”
   ■ Audience participation
   ■ Role playing

3. Good presentations
   ■ “Wander” around the room
   ■ Vary volume level in your voice to add interest
   ■ Eye contact
   ■ Be clear
   ■ Teach from your heart
   ■ Don’t overload with information
   ■ K.I.S.S.- “Keep It Short Sweetie” (could throw out chocolate kisses here)
   ■ Jokes
   ■ Excitement
   ■ Attitude
   ■ Confidence

4. How to overcome fear of speaking
   ■ Bob Hope said, “I still get butterflies when I perform, but now they fly in formation!”
   ■ Confidence - Imagine they owe you money $$$
   ■ Rehearse - practice, practice, practice! To family and friends!
   ■ Be prepared!
   ■ Sum up your message
Do you want to spread spider poison or warm fuzzies??

Leader’s Responsibility in Managing Conflict

1. Identify the problem, don’t gossip about it and assign blame.
2. Don’t try to change people or control their actions. (It ticks them off).
3. GIVE EVERYONE RESPECT.
4. Foster TEAM WORK. Support each other.
5. Let the President have her turn to lead PTA.
6. Remember, a person’s perception is their reality.
7. As you are exposed to conflict, do your part to DEFLATE it.
8. Don’t gossip. Go to a person if you have a problem and discuss it calmly and respectfully with them. Don’t be part of “parking lot” discussions. (Do your part to deflate it).
9. Do NOT take things personally.
10. Don’t be defensive and offended easily.
11. “Check your EGO at the door.” (“Is that my ego talking??”)
12. Listen. Think.
13. Follow our Standing Rules and Bylaws.
14. Have a good attitude.
15. Assume the BEST. (“I am sure he/she didn’t mean be offensive”).
16. Be correctly informed. Don’t listen to assumptions or gossip.
17. Appreciate the good actions and talents of people. Validate people.
18. “Having my say does not mean having my way.”
19. Think about the desired result. “What is best for the children?”
Problem Solving Pointers

- Let people solve their problems—don’t take responsibility for others’ problems.
- Most problems are best solved at the level at which they occur—that is where you start to solve the problem.
- Avoid using a message that starts with “you.” “You have a problem” will cause others to be defensive.
- Use “I” messages. “I have a problem. I don’t understand (name the problem). How can we work together to solve it?”
- Identify the problem—be specific without assigning blame.
- Allow that others may be having a bad day. Keep the discussion at the level of the problem. Take it seriously, not personally, and avoid making personal comments.
- Solve only one issue at a time.
- Make sure both sides of the issue are heard.
- Listen carefully, wait, and give feedback to make sure you heard what the people are trying to tell you. Sometimes they just need to be heard.
- Talk about different ways to solve the problem. Ask, “What would you like to see happen?” Then choose one or two that you both agree are the “best” solutions.
- Make sure you have the same understanding of what the solution is. This is done with feedback. You might say, “Thank you so much for your time. I understand that (then repeat what you understand to be the solution).”
- Ask positive questions and listen to the person. “What happened?” “What do you want me to do?” “What are the possible solutions?” Help them pause and think. They might come up with their own solution.
Conflict in PTA usually revolves around three areas:
1. Individual conflicts
2. Problems relating to PTA activities
3. Group/individuals in opposition to PTA policies or positions

Some conflicts can be avoided when you are:
- Knowledgeable
- Familiar with bylaws
- Following the policies of PTA
- Informed about the issues
- Sensitive to the rights of members
- Able to avoid personality conflicts

Remember to: Listen to Understand
Agree to Disagree,
and Be Tolerant of Intolerance
Reverences, Leadership Tips & Ideas
Reverences

Attitude on Life
“The longer I live, the more I realize the impact of attitude on life. Attitude, to me, is more important than facts. It is more important than the past, than education, than money, than circumstances, than failures, than successes, than what other people think or say or do. It is more important than appearance, giftedness, or skill. It will make or break a company, church, or home. The remarkable thing is we have a choice every day regarding the attitude we will embrace for that day. We cannot change our past. We cannot change the fact that people will act in a certain way. We cannot change the inevitable. The only thing we can do is play on the one string we have, and that is our attitude. I am convinced that life is 10% what happens to me and 90% how I react to it. And so it is with you; we are in charge of our ATTITUDES.”

Your Attitude
Your living is determined not so much by what life brings to you as by the attitude you bring to life; not so much by what happens to you as by the way your mind looks at what happens. Circumstances and situations do color life, but you have been given the mind to choose what the colors shall be.

Remember, if you don’t like something change it. If you can’t change it, change your attitude about it.

It is your attitude at the beginning of a task more than anything that determines success or failure.

If you desire to be an effective leader, having a positive attitude is essential. It not only determines your level of contentment as a person, but it also has an impact on how others interact with you.

Your attitude is a choice. “The last of our human freedoms is to choose our attitude in any given circumstances.”
-Viktor Frankl

Your attitude determines your actions. “The winners edge is not in a gifted birth, a high IQ or in a talent. The winner’s edge is all in the attitude, not aptitude. Attitude is the criterion for success.”
-Denis Waitley

Your people are a mirror of your attitude. “If the only thing we leave our kids is the quality of enthusiasm, we will have given them an estate of incalculable value.”

Maintaining a good attitude is easier than regaining one. “Pity is one of the noblest emotions available to human beings; self-pity is possibly the most ignoble. [It] is an incapacity, a crippling emotional disease that severely distorts our perception of reality… a narcotic that leaves its addicts wasted and derelict.”
-Eugene H. Peterson
**Topic: Commitment**

**Are You Totally Committed?**

A cow, a chicken, and a pig were walking along together. During their discussion the importance of breakfast came up.

“I’m the most important,” said the cow. “You cannot have breakfast without milk.”

“NO,” said the chicken, “I’m the most important.” Whoever heard of breakfast without eggs.”

“That’s all very true,” said the pig. “You two are very important and you both do a good job. But when it comes to breakfast, I am TOTALLY COMMITTED!”

**What Does it Mean to be Committed in Your PTA Work?**

Michelangelo lived an incredible life. He was possibly the greatest artist of Western civilization and certainly the most influential. He loved to SCULPT. He completed his Pietà and David before age 30! He had no desire to paint a dozen figures on the ceiling of a small chapel in the Vatican. But he accepted the assignment from the Pope and thoroughly committed himself to it, expanding the project from a simple depiction of the twelve apostles to include more than four hundred figures and nine scenes from the book of Genesis! For four grueling years he lay on his back painting the ceiling of the Sistine Chapel. And he paid a great price. The work permanently damaged his eyesight and wore him down. Michelangelo said, “After four tortured years, more than four hundred over life-sized figures, I felt as old and as weary as Jeremiah. I was only thirty-seven, yet friends did not recognize the old man I had become.”

The impact of Michelangelo’s commitment was far-reaching. He made a huge impact in the artistic community. Art historians maintain that Michelangelo’s masterpiece forever changed the course of painting in Europe and laid a foundation for his impact on sculpture and architecture. Without commitment his influence would have been minimal. That level of commitment could be seen in his attention to the fine details as well as the overarching vision. When asked why he was working so diligently on a dark corner of the Sistine Chapel that no one would ever see, he simply replied, “God will see.”

**Topic: Human Relations**

**The Ten Commandments of Human Relations**

1. Speak to people - There is nothing as nice as a cheerful word of greeting.
2. Smile at people - It takes 72 muscles to frown, only 14 to smile.
3. Call people by name - The sweetest music to anyone’s ears is the sound of his/her own name.
4. Be friendly and helpful - If you would have friends, be a friend.
5. Be cordial - Speak and act as if everything you do is a genuine pleasure.
6. Be genuinely interested in people - You can like almost everybody if you try.
7. Be generous. Give praise – Remember there is NO SUCH THING as constructive criticism.
8. Be considerate - Respect the feelings of others. There are usually three sides to a controversy; yours, the other person’s, and the right side.
9. Be alert - Give service. What counts most in life is what we do for others.
10. Add to this - Have a good sense of humor, a big dose of patience, and a dash of humility and you will be rewarded many-fold.
**Topic: Laughter/ Parenting**

**The Four Stages of Life**

1. You Believe in Santa Claus,
2. You don’t believe in Santa Claus,
3. You are Santa Claus,
4. You look like Santa Claus.

**What Does Love Mean?**

A group of professional people posed this question to a group of 4 to 8-year-olds, “What does love mean?” The answers they got were broader and deeper than anyone could have imagined. Here’s what they said:

“When my grandmother got arthritis, she couldn’t bend over and paint her toenails anymore, so grandfather does it for her all the time, even when his hands got arthritis too. That’s love.” ~ Rebecca - age 8

“When someone loves you, the way they say your name is different. You know that your name is safe in their mouth.” ~ Billy - age 4

“Love is when a girl puts on perfume and a boy puts on shaving cologne and they go out and smell each other.” ~ Karl - age 5

“Love is when you go out to eat and give somebody most of your French fries without making them give you any of theirs.” ~ Chrissy - age 6

“Love is what makes you smile when you’re tired.” ~ Terri - age 4

“Love is when my mommy makes coffee for my daddy and she takes a sip before giving it to him, to make sure the taste is OK.” ~ Danny - age 7

“Love is what’s in the room with you at Christmas if you stop opening presents and listen.” ~ Bobby - age 5

“If you want to learn to love better, you should start with a friend whom you hate.” ~ Nikka - age 6

“There are two kinds of love. Our love, God’s love. But God makes both kinds of them.” ~ Jenny - age 4

“Love is when you tell a guy you like his shirt, then he wears it everyday.” ~ Noelle - age 7

“Love is like a little old woman and a little old man who are still friends even after they know each other so well.” ~ Tommy - age 6

“My mommy loves me more than anybody. You don’t see anyone else kissing me to sleep at night.” ~ Clare - age 5

“Love is when mommy sees daddy smelly and sweaty and still says he is handsomer than Robert Redford.” ~ Chris - age 8
“Love is when your puppy licks your face even after you left him alone all day.” ~ Mary Ann - age 4

“I know my older sister loves me because she gives me all her old clothes and has to go out and buy new ones.” ~ Lauren - age 4

“I let my big sister pick on me because my Mom says she only picks on me because she loves me. So I pick on my baby sister because I love her.” ~ Bethany - age 4

“When you love somebody, your eyelashes go up and down and little stars come out of you.” ~ Karen - age 7

“You really shouldn’t say ‘I love you’ unless you mean it. But if you mean it, you should say it a lot. People forget.” ~ Jessica - age 8

**Topic: Validation**

**Validation**

By Ilene Mecham, (former) Utah PTA Vice President for Leadership

Recently I was asked by one of our District area superintendents to do a favor for her. I willingly did it and later on the phone with her thanks to me she remarked, “they don’t know how good you are.”

It was a short, plain sentence of appreciation to me. What is amazing is how that sentence made me feel for days afterward. Her words touched me deeply and made me feel happy. I like to call that type of expression “validation.” I had been serving for years as a Region Director and had felt the personal satisfaction of working hard for PTA and had been thanked in the usual ways many times. Yet I reflected on her kind words over and over. I pondered why they meant so much to me. Once a dear friend of mine, upon being named Poet Laureate for Utah said to me, “I needed that validation.” In other words, “It helps me to know that what I am doing has value and others appreciate it.” Imagine what a powerful tool validation can be for you as you lead others in PTA. As a PTA leaders you have a unique opportunity to validate the people with whom you serve as volunteers. There are myriad of ways to do this. Thank you cards, notes of appreciation, remembering birthdays, thank you luncheons, etc., all are good ideas. These are wonderful ways to show appreciation. But validating others goes even beyond showing appreciation for a fulfilled assignment. It is done by noticing and acknowledging a person’s particular strength or character trait or talent which they have shared in a volunteer capacity.

Occasionally during your tenure as a PTA President or leader, you may want to re-evaluate where you are in your PTA year. In your January executive board meeting you might want to discuss how you are doing as a PTA. Look at your goals and your needs assessment and see how you are progressing. Have you tapped the talents of the PTA board and other PTA parents who want to help? Are there changes which can be made which will benefit both the PTA and the volunteers you are leading? Are people enjoying serving the children of your school through PTA? One of the main benefits of validating others with whom you do volunteer work is the friendships which will form and the good will which will spread as you work together to accomplish goals for the children of your school or district. The benefits of sincerely complementing and validating others will surprise you. Volunteers who are made to feel worthwhile usually give more to their jobs, they are happier in their volunteer position and they help spread the goodwill on your board. Perhaps you have a personality clash with someone you work with and have a hard time saying anything at all to them, let alone a compliment. Even if you don’t like a particular person, as a leader you have the opportunity
and obligation to look for and appreciate their strengths and talents. Broken bridges can be mended by overlooking weaknesses and appreciating each others talents.

Let’s enjoy each others friendship and strengths. As PTA leaders let’s validate and appreciate each other and let’s keep working hard to serve the parents, teachers and children of our great state!

Leadership Quotes

1. “The only safe ship in a storm is leadership.” ~ Faye Wattleton
2. “The key to successful leadership is influence, not authority.” ~ Kenneth H. Blanchard
3. “Leaders live by choice, not by accident.” ~ Mark Gorman
4. “Leadership is an action, not a position.” ~ Donald McGannon
5. “The art of leadership is saying no, not yes. It is very easy to say yes.” ~ Tony Blair
6. “The challenge of leadership is to be strong but not rude; be kind, but not weak; be bold, but not a bully; be humble, but not timid; be proud, but not arrogant; have humor, but without folly” ~ Jim Rohn
7. “One’s philosophy is not best expressed in words; it is expressed in the choices one makes … and the choices we make are ultimately our responsibility.” ~ Eleanor Roosevelt
8. “The ultimate measure of a man is not where he stands in moments of comfort, but where he stands at times of challenge and controversy.” ~ Martin Luther King, Jr.
9. “Before you are a leader, success is all about growing yourself. When you become a leader, success is all about growing others.” ~ Jack Welch
10. “Leadership is solving problems. The day soldiers stop bringing you their problems is the day you have stopped leading them. They have either lost confidence that you can help or concluded you do not care. Either case is a failure of leadership.” ~ Colin Powell
11. “Leaders aren’t born they are made. And they are made just like anything else, through hard work. And that’s the price we’ll have to pay to achieve that goal, or any goal.” ~ Vince Lombardi
12. “Management is about arranging and telling. Leadership is about nurturing and enhancing.” ~ Tom Peters
13. “Courage is what it takes to stand up and speak; courage is also what it takes to sit down and listen.” ~ Winston Churchill
14. “If your actions inspire others to dream more, learn more, do more and become more, you are a leader.” ~ John Quincy Adams
15. “Leadership is the art of getting someone else to do something you want done because he wants to do it.” ~ Dwight D. Eisenhower
16. “To handle yourself, use your head; to handle others, use your heart.” ~ Eleanor Roosevelt
17. “Leadership is not about titles, positions or flowcharts. It is about one life influencing another.” ~ John C. Maxwell
18. “Don’t follow the crowd, let the crowd follow you.” ~ Margaret Thatcher

19. “A leader is best when people barely know he exists, when his work is done, his aim fulfilled, they will say: we did it ourselves.” ~ Lao Tzu

20. “Become the kind of leader that people would follow voluntarily; even if you had no title or position.” ~ Brian Tracy

21. “Leaders think and talk about the solutions. Followers think and talk about the problems.” ~ Brian Tracy


23. “We are not interested in the possibilities of defeat; they do not exist.” ~ Queen Victoria

24. “Leadership should be more participative than directive, more enabling than performing.” ~ Mary D. Poole

25. “Never doubt that a small group of thoughtful committed citizens can change the world. Indeed, it is the only thing that ever has.” ~ Margaret Mead

26. “Don’t be trapped by dogma—which is living with the results of other people’s thinking. Don’t let the noise of other’s opinions drown out your own inner voice. And most important, have the courage to follow your heart and intuition. They somehow already know what you truly want to become. Everything else is secondary.” ~ Steve Jobs

27. “My job is not to be easy on people. My job is to take these great people we have and to push them and make them even better.” ~ Steve Jobs

28. “There are two kinds of stones, as everyone knows, one of which rolls.” ~ Amelia Earhart

29. “Leadership is a series of behaviors rather than a role for heroes.” ~ Margaret Wheatley

30. “The secret of a leader lies in the tests he has faced over the whole course of his life and the habit of action he develops in meeting those tests.” ~ Gail Sheehy

31. “You have to look at leadership through the eyes of the followers and you have to live the message. What I have learned is that people become motivated when you guide them to the source of their own power and when you make heroes out of employees who personify what you want to see in the organization.” ~ Anita Roddick

32. “’Restore connection’ is not just for devices, it is for people too. If we cannot disconnect, we cannot lead. Creating the culture of burnout is opposite to creating a culture of sustainable creativity. This is something that needs to be taught in business schools. This mentality needs to be introduced as a leadership and performance-enhancing tool.” ~ Arianna Huffington

33. “The greatest leader is not necessarily the one who does the greatest things. He is the one that gets the people to do the greatest things.” ~ Ronald Reagan

34. “Good business leaders create a vision, articulate the vision, passionately own the vision, and relentlessly drive it to completion.” ~ Jack Welch

35. “I was never the smartest guy in the room. From the first person I hired, I was never the smartest guy in the room. And that’s a big deal. And if you’re going to be a leader – if you’re a leader and you’re the smartest guy in the world – in the room, you’ve got real problems.” ~ Jack Welch
36. “Don’t tell people how to do things, tell them what to do and let them surprise you with their results.” ~ George S. Patton, Jr.

37. “Leaders are not, as we are often led to think, people who go along with huge crowds following them. Leaders are people who go their own way without caring, or even looking to see, whether anyone is following them. “Leadership qualities” are not the qualities that enable people to attract followers, but those that enable them to do without them. They include, at the very least, courage, endurance, patience, humor, flexibility, resourcefulness, stubbornness, a keen sense of reality, and the ability to keep a cool and clear head, even when things are going badly. True leaders, in short, do not make people into followers, but into other leaders.” ~ John Holt

38. “Leadership and learning are indispensable to each other.” ~ John F. Kennedy

39. “Management is doing things right; leadership is doing the right things.” ~ Peter Drucker

40. “A leader is a dealer in hope.” ~ Napoleon Bonaparte

41. “A leader takes people where they want to go. A great leader takes people where they don’t necessarily want to go, but ought to be.” ~ Rosalynn Carter

42. “There is a difference between being a leader and being a boss. Both are based on authority. A boss demands blind obedience; a leader earns his authority through understanding and trust.” ~ Klaus Balkenhol

43. “Too many companies believe people are interchangeable. Truly gifted people never are. They have unique talents. Such people cannot be forced into roles they are not suited for, nor should they be. Effective leaders allow great people to do the work they were born to do.” ~ Warren Bennis

44. “If you can’t swallow your pride, you can’t lead. Even the highest mountain had animals that step on it.” ~ Jack Weatherford

45. “Leadership is the art of giving people a platform for spreading ideas that work.” ~ Seth Godin

46. “Real leaders are ordinary people with extraordinary determinations.” ~ John Seaman Garns

47. “Successful leaders see the opportunities in every difficulty rather than the difficulty in every opportunity” ~ Reed Markham


49. “Contrary to popular opinion, leadership is not a reserved position for a particular group of people who were elected or appointed, ordained or enthroned. Leadership is self-made, self-retained, self-inculcated and then exposed through a faithful, sincere and exemplary life.” ~ Israelmore Ayivor

50. “You must be the change you wish to see in the world.” ~ Mahatma Gandhi
Leadership Tips

There are certain legal obligations as members of the organization.

**Duty of Obedience**
The duty of obedience requires board members to be faithful to the organization’s mission.

The purposes of the PTA are:
- To promote the welfare of children and youth in the home, school community, and place of worship.
- To raise the standards of home life.
- To secure adequate laws for the care and protection of children and youth.
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- To develop between educator and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education.

**Duty of Care**
The duty of care requires active participation in the organization’s affairs by attending board meetings and meetings of committees on which the board members serve. If you are a president, it requires good organizational skills, and working on developing your leadership skills.

**Duty of Loyalty**
The duty of complete and undivided loyalty requires that the interest of the organization takes precedence over the board member’s personal interest.

I don’t think that means becoming a “yes” man or woman to the PTA. I think it means understanding the overall vision and goals of the organization, jumping on the bandwagon and doing your part to make it happen. While you are a PTA officer you need to find time to make PTA a priority in your life.

A man was walking down a deserted beach at sunset. As he walked along, began to see another man in the distance. As he grew nearer, he noticed that the local native kept leaning down, picking something up and throwing out into the water. Time and again, he kept hurling things out into the ocean.

As the man approached, he noticed that the man was picking up starfish that had been washed up on the beach and, one at a time, was throwing them back into the water. The man was puzzled. He approached the man and said, “Good evening, friend. I was wondering what you are doing.”

“I’m throwing these starfish back into the ocean. You see, it is low tide right now and all of these starfish have been washed up onto the shore. If I don’t throw them back into the sea, they’ll die up here from lack of oxygen.”

“I understand,” the man said, “but there must be thousands of starfish on this beach. You can’t possibly get to all of them. There are simply too many. And don’t you realize this is probably happening on hundreds of beaches all up and down this coast? Can’t you see that you can’t possibly make a difference?” The local native smiled, bent down and
picked up yet another starfish, and as he threw it back into the ocean, he replied, “Made a difference to THAT one!” (Jack Canfield and Mark V. Hansen)

“Remember: One hundred years from now it will not matter what my bank account was, the sort of house I lived in, or the kind of car I drove. But the world may be a different place because I was important in the life of a child.”

**Topic: Love**

**Ideas on Good Communication**

- Clarify your message – Be clear as a bell.
- Listen with your ears and your heart. Focus your attention on the person.
- Repeat what you think you heard – “What I hear you saying is…”
- Ask for clarification and explanations.
- Be patient - Show caring, concern, and interest. Give eye contact.
- Keep it very simple – The key to effective communication is simplicity.
- Make sure your message is correct! It is a hundred times more difficult to correct wrong information than to check its’ accuracy before giving it out!
- Remove filters - Barriers prevent real communication. Remove pre-established negative ideas or habits.
- In PTA: Help all to catch the vision of your PTA goals, communicate it, make them aware of their part in it, help them see their role in the vision you have, be organized!!

“Developing excellent communication skills is absolutely essential to effective leadership. The leader must be able to share knowledge and ideas to transmit a sense of urgency and enthusiasm to others. If a leader can’t get a message across clearly and motivate others to act on it, then having a message doesn’t even matter.”

Gilbert Amelio, CEO National Semiconductor Corp.
You Can Make a Difference ... But it Takes Commitment!

*Topic: Delegation*

**Spread the Workload—Avoid Leader Burn Out**

- Make PTA volunteers and members feel welcome.
- Make them feel a vital part of the PTA.
- Make them feel needed—assure them of their importance to the success of your PTA.
- Give your members a challenging responsibility.
- Match personal skills with the job to be accomplished.
- Let them know the importance of their responsibility.
- Let them know what the job entails and when it needs to be completed.
- Let them be responsible for their responsibilities.
- Give them guidelines—let them do the work.
- Give them publications relating to their responsibilities.
- Work with them. Be available for guidance.
- Share ideas, but don’t dictate.
- Let all members have their say and express their viewpoints.
- Be positive—reduce negative thinking.
- Praise them for a job well done—Give THEM the credit.
- Thank them for their efforts.
- Encourage them to move into other PTA positions and other levels of PTA.

“One of the most rewarding ways to relate to others is to give them ownership over what is going on. At home the entire family should share in keeping things up around the house. At work people want to be a part of things and to have responsibility with accountability. And others in your life are waiting for you to take some items off your calendar so they can put them on theirs. It takes awhile to complete the delegation process. Training, explaining and overseeing are all part of it. However, when everyone has his or her tasks and can do them with little supervision, you begin to reap the results. Hypothesize that you have some people to whom you can delegate housework, office work, and church work. Wouldn’t it be great to not have the frightening words, ‘Fire, another fire!’ reverberating in your mind? You have to decide you’re tired of fighting these blazes yourself. Trust people enough to give them important tasks. DELEGATE.”
Delegation is primarily about entrusting your authority to others. This means that they can act and initiate independently, and that they assume responsibility with you for certain tasks. If something goes wrong, you remain responsible; the trick is to delegate in such a way that things get done but do not go (badly) wrong.

Effective delegation requires that the leader:
1. Have enough knowledge of his team members’ strengths and weaknesses to delegate tasks appropriately.
2. Have enough patience and time to explain tasks to team members thoroughly, to help them develop special knowledge or skills needed for the task, and to monitor and evaluate their performance.
3. Have enough confidence in himself and the team to allow team members to take on additional responsibilities and accountabilities (even though the leader is still accountable overall).

A good leader will ask him or herself frequently: “What am I doing that someone else can do as well or better than I?”

**Topic: Goals**

**Goal Setting in the PTA**

A PTA may be busy, involved and active, and yet reach the year’s end wondering what they have done, and if anything done was worthwhile. Goal setting helps to give us direction, and allows us to measure our accomplishments. Goal setting will let us be more efficient and effective, solve crisis, give us confidence in our role, build public esteem for the organization, lend credibility to our efforts, and make the membership proud of their participation in PTA.

What is a goal? A goal is a target toward which you are working, a desired state of affairs or conditions which you would like to see exist. Goals must be clearly stated and clearly communicated. We have goals so we can act. One can act either randomly or purposefully. Goals give us direction. It has been said, “A great deal of energy is spent on work which is completely unnecessary.”

Goals should be:
- Specific
- Performance oriented
- Involving
- Realistic and observable
- Measurable

Goals are either short term or long range. Long-range goals are those which require months or years to accomplish. Short-range goals are more immediate, obtainable in a matter of hours or weeks. Long-range goals might be the year’s plan of work. Short-range goals would include plans made from month to month, or special projects.

Your PTA board should always use a Needs Assessment when setting your PTA Goals so the needs of the members can be considered and met through your goals. A sample Needs Assessment form can be found in the Utah PTA Presidents Handbook and at www.utahpta.org.
Basic Elements of a Goal:

- A goal must be developed with input from the group. The group must feel “ownership” of the goal.
- A goal should be written. The written goal should contain positive statements and action verbs. As much as possible, statements of goals should be contained in one sentence and have one major point.
- A clear statement that is easily understood is the mark of a good goal. Plain, to-the-point language is preferred over high-sounding verbiage.
- Goals must be relevant to the association’s role. PTA goals must be in keeping with the PTA purpose and mission.
- Both goals and objectives should be listed in priority order. Priorities should be determined by the group. Prioritizing is necessary to allow better organization and efficient use of PTA resources and time.
- Every goal should include an attainable and observable action plan. Activities are those events that make it possible to meet the goals and objectives. They include any action that is to take place, assignments of tasks, an expected time line for action to take place, and reporting procedures.
- Monitoring and evaluation must be included. Periodic reviews of activities and whether they are leading the PTA closer to its goals are necessary. A system of evaluation should be built into any goal’s activity plan. Evaluations can determine whether an activity should be ongoing or has reached its conclusion.

Begin with the End in Mind
by Kris Denison

A few good leadership tips:

First Rule of Leadership…. Everything is your Fault. A Bug’s Life

Never forget that only dead fish swim with the stream. ~ Malcolm Muggeridge

I suppose leadership at one time meant muscle; but today it means getting along with people. ~ Mohatma K. Gandhi

I know we all want muscle and to feel good about ourselves. How many of you in January all say … I’m going to go to the gym and work out every day … You start setting your goals and say this is the year …

In our Seven Habits of Highly Effective PTA’s # 2 is Begin with the End in mind … Setting goals. We want to set “SMART” goals.

S     Specific               Which, What, Where, When, Why
M    Measurable         How much
A    Action             Describe results
R    Realistic        Realistic and Relevant
T    Time             By when
Leaders aren’t born they are made. And they are made just like anything else, through hard work. And that’s the price we’ll have to pay to achieve that goal, or any goal. Vince Lombardi

One of my goals for this year is to let people know how much I really care about them. We are all so busy and we think, “That person is doing a great job,” but we never tell them. I want you to think of the last time someone told you you were doing a great job…… and….. When did someone hand write and send you a thank you card. How did it make you feel? My challenge to you is to let people know how much you appreciate them.

One of my favorite Quotes is “Don’t count the Days make the Days Count”

You never know when it is someone’s last day with PTA or the end of their life….. Don’t wait to let them know how you feel!
Why be a PTA School?

Utah PTA:

Is the largest volunteer child advocacy organization in Utah with over 685 local units and councils. Utah PTA is a partnership between parents, educators, students, and individuals who want to make a difference in the life of a child. Members of Utah PTA are also affiliated with millions of members of National PTA, an association that is actively involved in promoting activities and legislation that support the nation’s public school children.

Supports many of the National PTA programs and legislative efforts as they relate to the welfare of Utah’s public school children.

Participates in numerous committees, coalitions, conferences, summits, and programs for children and youth.

Holds an annual Leadership Convention to train PTA leaders across the state as well as an annual PTA Day at the Capitol and Advocacy Conference to bring important grassroots issues to the membership.

Provides valuable parent information through leadership trainings, various handbooks and emails. Utah PTA has programs for children and youth, including Reflections, Hope for Tomorrow, Battle of the Bands, PTA Take Your Family to School Week, Teen Dating Violence Awareness and Prevention Week and more.

The backbone is the organization of diverse volunteer members who donated millions of hours to benefit the children in local public schools.

Advocates for all children in schools and districts, and by following bills that are supported by Utah PTA resolutions that originate from the grass roots—their members.

Is the watchdog for Trust Lands money, making sure the monies keep flowing to the local schools and that all uses of the land benefit the children of Utah.

Supports all public schools, including public charter schools.

When a school forms a PTA, it becomes a member of the largest child advocacy group in Utah and the United States, and will:

- Be under the umbrella of the Utah PTA’s 501(c)(3). They will be issued an EIN for banking purposes and IRS filings and a PTA Unit ID Number from National PTA.
- Have bylaws that govern them.
- Have only one agenda—the children.
- Have the support of Utah PTA and National PTA.
- Have researched resources and handbooks from Utah PTA.
- Have the opportunity for their children to participate in the Reflections program.
- Have the opportunity to participate in PTA Awards and any PTA programs.
- Have leadership trainings.
- Receive regular communication from council, region, and Utah PTA.
- Have a member-to-member parent information base with National PTA.
- Have a larger voice on issues that face their school—every child.one voice.
- Have regular information about upcoming events, conferences, and legislative issues, education, health, and safety issues through emails, and Utah PTA website: www.utahpta.org.

A Local PTA organization is a viable, involved association within every community that seeks to benefit the education, safety, and welfare of children and youth. Local businesses, organizations, school community, and community leaders work together with PTA to develop common bonds that further local values and goals that strengthen family, school, and community.
Why be a PTA School?

History: Utah PTA joined National PTA in 1925. Utah PTA is the largest child advocacy and volunteer association in the state. National PTA was established more than 100 years ago to address children’s issues.

Membership: Being the largest advocacy association in Utah, more than 80,000 individuals volunteer and participate in 628 Local and Council PTAs within the state.

Organization: Utah is divided into 21 geographic PTA regions, each served by a Region Director. In large districts, the Region Director works with area Councils. The Council President then works with the local school PTA President. In rural areas, two or more school districts are under one Region Director. Local PTA Presidents meet on a regular basis throughout the school year with Council Presidents/Region Directors. Presidents-elect and Principals may also be included in these meetings. Local PTAs also meet on a regular basis throughout the year in Executive Committee and Board meetings and work with administrators, teachers, staff, parents, and students.

Affiliation: Utah PTA is an affiliate of the National PTA. National PTA is composed of 54 state congresses and more than 20,000 local units in all 50 states, the District of Columbia, U.S. Virgin Islands, Puerto Rico and the Department of Defense Schools in Europe. State PTAs are the liaison between the local PTA and National PTA, helping each to function effectively and to support and sustain the other. PTAs at the local level are valuable assets to their school communities by providing educational and parent involvement information, resources, events, and activities.

Parental Involvement: In 2018, Utah PTA volunteers reported 1,329,786 hours of service to Utah’s children in their local public schools. If this volunteer service were translated into monetary value, it would be worth $37,951,307.13!

Important Information

Utah PTA also has an exemption from sales tax from the Utah State Tax Commission. State law requires every PTA to pay sales tax on purchases under $1,000 and then request a refund. Utah PTA has established a procedure for applying for the refund. See the Financial section. Contact the Utah PTA Treasurer for more information.

National and Utah PTA Programs

Reflections
Healthy Lifestyles
School of Excellence
Take Your Family to School Week
Teacher Appreciation

Utah PTA Programs

Battle of the Bands (PTSA)
Ribbon Week
Hope for Tomorrow, with NAMI Utah
Healthy Relationships (PTSA)

Conferences and Trainings

Advocacy Conference (October)
PTA Day at the Capitol (February)
Leadership Convention (May)
PTSA Student Leadership Conference (May)

Utah PTA Awards and Grants

Utah PTA Awards
LEAP Award
Membership Awards
Arts Education Fund Grant

Special PTA State Committees

Special Needs

Positions included in Commissions

Diversity & Inclusivity
Male Involvement
Military Families
Bylaws must be renewed every three years. Check the red stamp at the top right of the first page of your bylaws. This date will show if your bylaws are current or need to be renewed.

Found on the front page of your local PTA bylaws:

- Your PTA Unit ID Number needs to go on your membership remittance form and cards and Reflections entries. It is your PTA identification number, as assigned by National PTA.

- Your EIN (Employer Identification Number) is needed for all IRS filings and the PTA’s bank account. It is your IRS identification number.

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**Be A PTA Professional**

According to the PTA bylaws, all meetings shall be governed by Robert’s Rules of Order Newly Revised. In addition, all Board members shall:

- Abide by all PTA rules and meet all PTA deadlines.
- Ensure that the PTA database information (names, addresses, etc.) be for use of PTA Board members only. The confidentiality of hard copies and electronic copies shall be protected.
- Attend all Board meetings and applicable Executive Committee meetings.
- Notify the President as soon as possible if an emergency occurs and they are unable to attend a scheduled PTA meeting.
- Arrive on time and remain to the conclusion of the meeting except in cases of individual emergencies.
- Begin all meetings on time.
- Be allowed a 10-minute break every two hours, returning promptly.
- Remain in a meeting while in session.
- Hold all but emergency calls. Leave the room to answer a call.
- Turn all cell phones to off or vibrate.
- Complete preparation before or after meetings, not during meetings.
- Refrain from holding side conversations.
- Direct all comments and questions through the chair.
- Maintain professional courtesy at all times, including being supportive rather than judgmental, respecting differences of opinion, and listening to others’ ideas without prejudice.
- Give feedback directly and openly in a timely fashion.
- Acknowledge problems and deal with them as they arise.
- Be prepared to present agenda items in a concise manner and focus on tasks and the process and not on personalities or hidden agendas.
- Obtain missed information during breaks out of consideration of others.
- Adjourn at the scheduled time, as per the printed agenda.
- Dress to match the dress of those also attending a meeting when representing PTA.
- Wear name badges when representing PTA.
- Notify President of address, phone number, and email changes as soon as possible.
- Stay at home out of consideration for the health of others if ill and possibly contagious.
What are the National Standards?

The National Standards for Family-School Partnerships are voluntary guidelines to strengthen parent and family involvement on behalf of children in schools and other programs. The six standards and their quality indicators provide PTAs, schools, and communities with the components that are needed for highly effective family-school involvement programs.

PTA leaders and all those interested in more effective family/school/community connections will find the National Standards for Family-School Partnerships to be a valuable resource and catalyst for action.

1 Welcoming All Families Into The School Community
Families are active participants in the life of the school and feel welcomed, valued and connected to each other, to school staff and to what students are learning and doing in class.

2 Communicating Effectively
Families and school staff engage in regular, two-way and meaningful communication about student learning.

3 Supporting Student Success
Families and school staff continuously collaborate to support students’ learning and healthy development, both at home and at school and have regular opportunities that will support their success.

4 Speaking Up For Every Child
Families are empowered to be advocates for their own and other children, to ensure that students are treated fairly and have access to learning opportunities that will support their success.

5 Sharing Power
Families and school staff are equal partners in decisions that affect children and families and together inform, influence and create policies, practices and programs.

6 Collaborating With Community
Families and school staff collaborate with community members to connect students, families and staff to expand learning opportunities, community services and civic participation.

Background
Our nation acknowledged the important role of parent involvement through its enactment of the 8th National Education Goal:

Every school will promote partnerships that will increase parental involvement and participation in promoting the social, emotional and academic growth of children.

Utah PTA supports this goal. The standards were designed to raise the level of expectation about how family-school involvement programs can improve student achievement and life success by engaging families in true partnership with educators and community leaders.

How Were the Standards Developed?
The standards were developed by the National PTA in collaboration with parent involvement researchers and other national leaders. They are endorsed by more than 30 professional education and family-school
involvement organizations. The standards clearly delineate those practices that have been shown to lead to success and high-quality parent involvement programs. The standards were developed to be a practical tool for meeting the threefold purpose of the national standards which is:

1. To promote meaningful parent and family participation
2. To raise awareness regarding the components of effective programs
3. To provide guidelines for schools that wish to improve their programs

How Can My PTA Use These Standards?
Before you begin to develop new or improve on existing family-school involvement programs, form a committee or action team including all of the stakeholders—parents, teachers, administrators, support staff and community leaders. Be sure everyone involved understands the group’s purpose: to recognize the importance of parent and family involvement, review the standards, look broadly at current programs or practices at your school and make recommendations about what steps are needed to initiate positive change.

Developing genuine collaboration is critical. The views of all stakeholders should be considered and valued and no one group should control the outcomes. Establishing trust and a true partnership will take time, but the extra effort is well worth the lasting benefits that can be gained. Meaningful change requires thoughtful, incremental steps. Laying a solid foundation can make all the difference in the final outcomes and success of your programs.

Creating an Action Plan
When parents, educators and community leaders make parent involvement a mutual goal, they can begin to work together as a team to create an action plan for reaching and maintaining the standards. Give each step adequate attention to ensure the overall effectiveness of your plan. Set realistic and achievable goals. Remember: Success Breeds Success. Accomplishing obtainable goals and then setting additional ones works better than reaching too high and trying to achieve too much in the beginning.

When implementing your action plan, consider local needs, priorities and the demographics of your school and community. Involve those who will be instrumental in carrying out the plan to help develop the steps or procedures to implement it. This uses a bottom-up rather than top-down team approach which allows for greater support and cooperation from everyone involved.

Family involvement should not be seen as an “add-on” program feature, but rather as an essential component in the ongoing goal of improved student success. In order to be most effective, the family-school involvement plan should be fully integrated into the overall school or program improvement process.

Making Progress
Once the groundwork is laid and all stakeholders understand the value of the partnership, then redefining, reshaping and “scaling up” planned activities and goals maintains the momentum of program change. As noted, family involvement is a process, not merely a series of “one shot” activities or plans carried out and then retired. It is crucial that the standards be implemented in an ongoing pattern of planning, action and evaluation on a consistent basis. Each measurable success fosters a pattern of continual, meaningful partnership.
Key Points To Remember

Positive Approach

Take a positive approach and build on the commendable practices that already exist in your school or programs. Accommodate diverse populations. Consider the needs of all families and plan meetings and structure activities to best involve everyone.

Involve All

Involve all the stakeholders—parents, teachers, administrators, support staff and community members. Enlist the full participation of those who will implement the program or activity to help design the action plan prior to launching the program.

Provide Training

Involve school or program support staff, as well as educators and administrators, in the process. Provide program training for parents, staff and administrators as needed to implement the action plan.

Offer Assistance

Offer PTA assistance. Encourage your PTA members to work closely with the school or program administrators to be an effective team model for implementing the action plan and facilitating family-school involvement.

Reinforce

Reinforce the truth that family and community involvement is more than fundraising or collecting donations for projects and activities.
Children Learn What They Live

If children live with ...

...criticism they learn to condemn
...hostility they learn to fight
...ridicule they learn to be shy
...shame they learn to feel guilty

...Tolerance they learn to be patient
...Encouragement they learn confidence
...Praise they learn to appreciate
...Fairness they learn justice
...Security they learn to have faith
...Approval they learn to like themselves
...Acceptance and Friendship they learn to find love in the world
Utah PTA

Resources

5192 S. Greenpine Drive, Salt Lake City, UT 84123
Telephone: (801) 261-3100 • Fax: (801) 261-3110
kids@utahpta.org

www.UtahPTA.org

Monday - Thursday
9:00 to 3:00
Closed Friday
Closed holidays - Please call before you come to ensure office is open.

Follow Utah PTA

Facebook
Facebook Groups that you can join:
Utah PTA
Utah PTA Super Secondary
Utah PTA Excellent Elementary
Treasurers
Reflections
Community Council

Pinterest
Utah PTA - www.utahpta.org

YouTube
Utah PTA One Voice

Twitter
@UtahPTAOneVoice

Instagram
Utahpta

National PTA

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www.PTA.org