

Welcome to 2026 Leadership Convention

This session will begin soon



Leading Your PTA: President & President-Elect Essentials

Presenters:

Julie Cluff - Utah PTA President

Cammy Whitchurch - Utah PTA President-elect



Being PTA President isn't about doing everything—it's about making sure the *right things happen* for children and families.

2 Minute Quick pair-share:

Turn to the person next to you and ask:

What excites you most about your role?

What feels overwhelming?

Today, we're going to simplify your role by connecting it to a framework that already exists.

What this Session will Cover:

As a PTA President, you are not just managing an organization—you are shaping a school community. You lead with purpose, ensuring your PTA operates effectively while building meaningful family-school partnerships that support every child. Your leadership brings together people, ideas, and action to make the mission a reality.

- Lead the board and meetings
- Ensure compliance and good standing
- Build relationships
- Align work to mission and goals

Start with the Mission

To make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

Why PTA? Why be a Leader?

- Why do you personally do PTA?
- What makes a good leader?
- What is the PTA difference?

There are personal reasons why each person gets involved in PTA, but many stay and do more because of the common purposes of PTA.

Keep these questions in mind as we learn today!

Leadership Basics

In Good Standing

Bylaws Article IV, Section 1

- Follows purposes of PTA and bylaws
- Membership dues paid
- Current bylaws
- Year-end financial statement and Annual Financial Review (AFR)
- Budget and minutes
- Officers and contact information
- Proof of insurance
- Signed forms: “Ethics/Conflict of Interest Policy” and “Basic Fiscal Management Procedures”
- Two officers attend leadership training
- Responsible financial procedures
- Local reports #1, #2, and #3

Resources to Help You

- President Handbook
- Council trainings & meetings
- Other workshops from Convention
- Practical PTA & PTA University (website)
- Facebook groups
 - Utah PTA Excellent Elementary
 - Utah PTA Super Secondary
- Your outgoing President
- Utah PTA is here to help you!

Bylaws - Great Resource

Questions about your PTA that your bylaws can answer:

- When do they expire? ([first page, red stamp](#))
- PTA Unit ID number and EIN ([first page](#))
- When & how to elect a nominating committee? ([Article VI](#))
- What officers you should elect and when, and length of term? ([Article VI, Section 4](#))
- How to fill a vacancy? ([Article VI, Section 7](#))
- How many members constitute a quorum for transacting business? ([Article IX, Section 2](#))
- When to submit dues and the amount? ([Article V](#))

Transition Period

- When does the transition period begin?
- Write it down, clean it out, pass it on!
- Support the new PTA leadership while allowing the current leadership to finish their year strong!

For more information
see President Handbook page **22**.

What Makes PTA Different

Structure of PTA gives a built-in support system

Member → Local → Council → Region → State → National

- National Organization = training tools from all levels
- Utah PTA provides all local and council units under its umbrella non-profit status which allows each PTA unit to fundraise and be tax exempt in Utah
- History has given PTA its own unique way to do things
- PTA is unique because of its structure, history and YOU!

Meeting Basics

Meetings the President Chairs/Conducts

- Executive Committee Meetings
- PTA Board Meetings
- General Membership Meetings

Additional information can be found in the President HB pages **36-37**

Other Meetings the President Attends

- Council Meetings (President-elect and Principal too)
- School Board meetings (1-2 times a month - *can assign someone*)
- Utah PTA Leadership Convention (*in the spring*)
- Advocacy Conference (*in the fall*)
- PTA Day at the Capitol (*usually in February*)

Executive Committee Meetings

- EC members are elected officers and are defined in the bylaws (Article VI, Section 4a)
- Meet during times when the board is not meeting (summer and in between board meetings)
- EC plans the dates for general membership meetings
- EC fill vacancies (except president-elect)
- A member of the executive committee is on the nominating committee
- Receives the initial report of the nominating committee
- A financial report is given and minutes are taken

PTA Board Meetings

- Who attends:
 - Board of Directors - Executive Committee and Commissioners, including Principal and Teacher VP
- Held regularly (*usually monthly*) throughout the year
- Have an agenda and keep minutes
- Begin with thought and pledge
- Treasurer gives financial report at every meeting
- Collect volunteer hours
- Share upcoming calendar of events
- Invited to attend and report
 - Board of Directors
 - Upcoming or recent event and program chairs
 - Any PTA member can attend with voice, but no vote

General Membership Meetings

- Hold at least three General Membership Meetings each year.
- Dates and times of all three meetings must be announced to all members.
- All PTA members must be invited to attend.
- Minutes are taken.
- A financial report is given at each meeting.

General Membership Meetings

Article X, Sections 1-5:

- The **budget** is adopted at the first general membership meeting of the year (before September 30).
- The **nominating committee** is elected at a general membership meeting before December 31.
- The **officers are elected** at a general membership meeting before March 31.

All PTAs Should Strive to Build Positive Family-School Partnerships



Everything you do as president fits inside one of six categories—the National Standards

Let's quickly go through the 6 standards

Standard One: Welcome All Families



What it means:

Every family feels seen, respected, and like they belong—no matter their background, language, or experience with schools.

What this looks like in a PTA:

- Events are inclusive, accessible, and not intimidating
- New families are personally welcomed
- Diversity is reflected in leadership and activities

How PTA can support it:

- Create a **welcome system** (greeters, ambassadors, or buddy families)
- Offer translation, childcare, or flexible event times
- Audit your events: *Who is missing? Why?*
- Personally invite families—not just flyers and emails

Leadership lens:

A strong president asks, “Who isn’t in the room yet?”

Standard Two: Communicate Effectively



What it means:

Clear, two-way communication between families and schools—not just sending information out, but listening in.

What this looks like in a PTA:

- Families know what's happening and why
- Communication is consistent and easy to understand
- Feedback is actively gathered and used

How PTA can support it:

- Use multiple platforms (text, email, social, paper)
- Keep messaging simple, friendly, and jargon-free
- Create opportunities for input (surveys, listening sessions)
- Close the loop: “We heard you, and here’s what we did”

Leadership lens:

Don't just ask, “Did we send it?” Ask, “Was it received and understood?”

Standard Three: Support Student Success



What it means:

Families and schools working together to help students thrive academically and emotionally.

What this looks like in a PTA:

- Programs connect directly to learning and well-being
- Families understand how to support their child at home
- Teachers feel supported, not burdened

How PTA can support it:

- Host family education nights (literacy, mental health, etc.)
- Fund programs that align with school goals—not just tradition
- Partner with teachers to understand real needs
- Share simple tools families can use at home

Leadership lens:

Before approving anything, ask: “How does this help students succeed?”

Standard Four: Support Student Success and Speak Up for Every Child



What it means:

Advocating for policies and decisions that benefit all children—not just a few.

What this looks like in a PTA:

- PTA leaders are informed and engaged in advocacy
- Families understand their voice matters
- Decisions are made with equity in mind

How PTA can support it:

- Educate families on issues affecting students
- Encourage participation in advocacy efforts (local or state)
- Speak up in school decision-making spaces
- Ensure underrepresented voices are included

Leadership lens:

Advocacy isn't optional—it's part of the job.

Standard Five: Share Power



What it means:

Families are true partners in decision-making—not just volunteers helping carry out plans.

What this looks like in a PTA:

- Diverse voices are included in leadership
- Decisions aren't made by the same small group
- Families feel their input matters

How PTA can support it:

- Invite participation beyond the usual circle
- Use committees to broaden involvement
- Be transparent about decisions and processes
- Ask for input *before* decisions are made

Leadership lens:

If the same voices always decide, you're not sharing power—you're maintaining control.

Standard Six: Collaborate with Community



What it means:

Partnering with community organizations to expand resources and support for families.

What this looks like in a PTA:

- Strong relationships with local businesses and organizations
- Access to resources beyond what the school alone can provide
- Community feels invested in the school

How PTA can support it:

- Partner with local nonprofits, libraries, and businesses
- Bring in guest speakers or services for families
- Connect families to community resources
- Look beyond fundraising—focus on meaningful partnerships

Leadership lens:

You don't have to do everything alone—community is an asset.

Which one feels strongest at your school?

Which one needs the most work?



The six standards are not *extra work*. They are the **way** we do the work.”

Everything a PTA does—events, meetings, communication, advocacy—should connect back to at least one of these standards.



Real President Time and Sharing

Step 1: Pair up with people around you - 3 to 5 in a group.

Step 2: Answer the questions on your paper about the scenario given.

1. What is the President's responsibility here?
2. Which National Standard does this connect to?
3. What action would you take?

Step 3: Turn to another group and share. Focus on what your leadership duty would be and which standard it ties to

Good presidents don't react randomly—they lead through these standards.

President vs. President-Elect: The Leadership Relay

This as partnership, not hierarchy.

President Focus:

- Leading now
- Delegating effectively
- Keeping work aligned

President-Elect Focus:

- Learning the “why” behind decisions
- Building relationships early
- Preparing to continue the work

Quick Activity:

- “What is one thing a President should *hand off intentionally?*”
- “What is one thing a President-Elect should *take initiative on?*”

New Section in President Handbook

Leading Through Partnership

As PTA President, you serve as the leader, connector, and culture-setter for your association. Strong PTAs are built through collaboration—working closely with your board and committee leaders to create a team grounded in trust, communication, and shared purpose.

The new section of the President's Handbook provides detailed guidance on how to effectively work with your PTA team—helping you build strong relationships, clarify roles, and create systems that support communication, accountability, and continuity.

When leadership is aligned and relationships are strong, your PTA is better equipped to support families, strengthen your school community, and help every child succeed.

Working with Admin and Teacher VPs

Administrative VPs play a significant role in a successful PTA. As a member of the Local PTA Board, the Administrative VP working side-by-side with the PTA President and other officers create the “PTA culture” on that campus. Communication, planning and delivery of meetings, programs, and events will determine how members view the PTA’s relevance and value.

The Teacher VP should act as a liaison and communication link between the PTA Board and the faculty. The Teacher VP, and the PTA Board can effectively work together in accomplishing PTA purposes and programs, better communicate, and support one another, so the mission of PTA can be more fully accomplished.

Your role is not just to run meetings—it's to build a school community where every family feels they belong and every child can succeed.”

At the Beginning We Asked... Why PTA? Why be a Leader?

- Why do you personally do PTA?
- What makes a good leader?
- What is the PTA difference?

There are personal reasons why each person gets involved in PTA, but many stay and do more because of the common purposes of PTA.

Personal Reflection

- What kind of leader do you want to be in the coming year?
- What is one standard you want to prioritize?
- What is one leadership action they will take in the next 30 days?

Keys to Success



Team

[teem] noun

An amazing group of talented people who work together to reach their common goals.

People with complementary skills who achieve more together than they would without each other.



Team

[teem] verb

To actively build, support, and unite people—creating connection, clarity, and collaboration so individuals can work effectively toward a shared purpose.

Team is not just who we are—it's how we lead.

i.e. the key to success



Workshops for President & President-elect

4A -Bylaws are for EVERYONE

4F - The Inclusion Audit: Reaching the 'Quiet' Families

4H - Why Reflections Matters

5A - Leadership in Action: The Work That Matters Most

5C - Putting the T is PTA

5D - Turning Membership Goals into Award Winning Results

5E - Using Technology to help your PTA

6A - Officers Q&A

Connect with us on social media



FACEBOOK

- Utah PTA
- Utah PTA Advocacy
- Utah PTA Super Secondary
- Utah PTA Excellent Elementary
- Utah PTA Treasurers
- Utah PTA Reflections
- Utah School Community Councils
- Utah PTA Teachers
- Utah PTA Battle of the Bands

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