

LOCAL PTA/PTSA PRESIDENT'S CHECKLIST

- ☐ Obtain a copy of your local PTA Bylaws from outgoing president or utahpta.org and review with elected officers.
- ☐ Study local PTA Bylaws. Are they current (renew every three years)? Check date in red on front page.
- ☐ On your bylaws, locate your PTA Unit ID Number EIN (for banking purposes and IRS filings), and your membership dues information.
- ☐ Fill board positions (other than those which are filled by elections) with appointees. Include representation from all areas of your school community and others concerned about children.
- ☐ Meet with your outgoing PTA president for helpful information and transfer of PTA materials.
- ☐ Use your transition time (from election until July 1) wisely:
 - ♦ Meet with your principal
 - ♦ Plan your calendar year
 - ♦ Prepare budget
 - ♦ Conduct a needs assessment with your general membership
 - ♦ Meet with your board members individually and share visions
 - ♦ Meet with your board to plan your year
 - ♦ Plan membership goals
- ☐ Meet with the outgoing treasurer to make name changes at the bank (after July 1).
- ☐ Make sure that you and all of your board members understand their responsibilities and receive training.
- ☐ Obtain procedure books from the outgoing board members for your board and update where needed.
- ☐ Find out if you are in a council. If you are, find out who your council president is, when she/he will hold meetings, and the amount of council dues. Council (or region) meetings are your link to Utah PTA. It is recommended that your president-elect and principal attend with you. If you cannot attend, you should send your president-elect or a representative from among your board officers.
- ☐ Know what region you are in and who your region director is. Be aware of and attend any trainings or meeting held for local PTA leaders at the region level.
- ☐ In consultation with your other officers, appoint a commissioner and/or chair to oversee each individual project or program identified from your needs assessment.
- ☐ Assist the treasurer, with input from your executive committee and commissioners or project chairs, to prepare a budget for the coming year. Plan goals established as a result of the needs assessment. Make sure funds are available for leadership training.
- ☐ Study this Utah PTA President Handbook. Review report forms (three per year) for which you are responsible. Make a note of the due dates on your calendar.
- ☐ Make sure the outgoing treasurer has completed a year-end financial report and that the books are prepared for the Annual Financial Reconciliation (AFR). (The AFR must be completed by August 1.)

- ☐ Receive a copy of the AFR and have the treasurer present it to the membership at the first general membership meeting of the school year.
- ☐ Following the completion of the AFR, make sure that the appropriate IRS filing (Form 990EZ or 990N) is submitted online by the requested deadline.
- ☐ Attend pre- and/or post-convention trainings held at the council or region level. Attend Utah PTA Leadership Convention with your board members. Make note of the workshops offered and bring committee chairs accordingly, especially the Reflections chair. The fund raising chair should attend and pay particular attention to the vendors' fair. Convention can also be attended virtually.
- ☐ Have your board sign the "PTA/PTSA Ethics/Conflict of Interest Policy" and the "Basic Fiscal Management Procedures" in the financial section. These are due September 15.
- ☐ Become aware of the annual Utah PTA legislative priorities and attend all advocacy conferences.
- ☐ Meet on a regular basis with your principal, who is a vice president of your PTA. Remember he/she manages the school and you manage the PTA.
- ☐ Attend all meetings where local PTAs should be represented, including district school board meetings.
- ☐ Meet with your board at least once a month or when needed.
 - ♦ Prepare an agenda for every meeting you conduct. Send it out one week prior to each meeting.
 - ♦ Make sure volunteer hours are collected at each meeting.
 - ♦ Have your principal report on school calendar each meeting.
 - ♦ Have treasurer report each month.
 - ♦ Start on time and end on time.
- ☐ At the end of your term, show appreciation to your board and volunteers.
- ☐ At the end of the year, make sure the treasurer's books are submitted for an AFR. The executive committee appoints an AFR committee (non-check signers) or auditor. (The AFR must be completed by August 1.)
- ☐ Your term is from July 1–June 30. Transition is from your election through the end of June. (The books are closed on June 30.)
- ☐ If you or a member of your board is not a member of the school community council, assign a board member to observe school community council meetings. PTA is the watchdog of trust land funds.