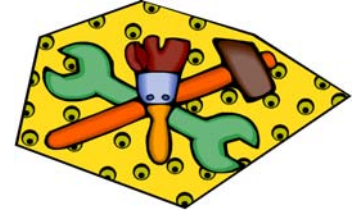


Leadership Tips and Tools



- **Promote:** Celebrate the PTA's accomplishments regularly, acknowledging volunteers for their efforts.
- **Focus:** Always keep the PTA's focus on what's good for kids and review the PTA Mission and Purposes often.
- **Delegate:** Encourage a broad group of members to be involved by giving them specific tasks which have a limited time commitment. As they become more familiar with PTA and more confident in their abilities, increase their responsibilities to groom new leaders.
- **Give people the tools to do their job:** a detailed job description, a well-organized procedure book, training opportunities, and the flexibility to complete tasks in their own way.
- **Go to trainings:** Attend training opportunities provided by the PTA council, district, and at the state convention.
- **Learn Bylaws:** Familiarize yourself with and refer to the PTA bylaws regularly for details about membership dues, officers and elections, meeting dates, audit requirements, and other information.
- **Set goals every year.** Brainstorm as a group and survey parents, staff, and students to determine what the needs and priorities of the membership are. Write the budget to meet the goals. Re-evaluate goals, priorities, and finances at mid-year and at year end.
- **Keep an open mind.** Actively listen to and respect others' ideas.
- **Ready references:** When planning activities, refer to the California State PTA *Toolkit* and *Insurance and Loss Prevention Guide* for information, direction, and requirements, as well as ideas.
- **Set your calendar:** Develop and publish the PTA calendar early and in cooperation with the school and the principal. Make sure facility use permits and other requirements have been completed well before meetings and events take place.
- **Keep on top of the paperwork:** Open PTA mail upon receipt, review the contents, and distribute information to the appropriate board members in a timely way. Keep copies of information you may want for later reference.
- **Meet at least monthly with the principal.** Request time during faculty meetings to update the teachers on PTA activities. Invite the principal and/or staff members to report on school activities at each executive board and association meeting.
- **Set a good example.** Use the resources available to you and ask for help when needed.
- **Keep others in the loop:** Always keep the vice president and other executive board members informed of the status of the business of the organization and what's happening. That way, if you are unavailable, someone else can attend to business in a knowledgeable way.
- **Plan ahead:** Look at least two to three months ahead when planning meeting agendas. Keep a checklist of items to bring before the executive board and association, complete with dates and individuals responsible.
- **Keep business flowing at meetings:** Provide a written agenda to those present when conducting meetings. To facilitate smoothly run meetings, become familiar with and follow basic parliamentary procedures.
- **Quick studies:** Provide brief "teachable moments" for members at meetings which help them to better understand the organization and meeting structure. For example, have the parliamentarian do a one minute explanation of the proper way to introduce a motion.
- **Practice active listening skills.** When someone else is speaking, do not interrupt. At meetings, be courteous and even-handed with speakers.
- **Deal with it:** Address conflict in a timely and professional manner. Contact council or district PTA for assistance, as needed.
- **Take advantage of PTA experience:** Call your council or district counterpart and get acquainted. It's much easier to work with someone you know!
- **Network with other PTAs:** Go to council and district meetings to get new ideas, meet nearby PTAs' officers and learn about PTA programs and services.
- **Work through PTA channels,** beginning with the most local PTA representatives, to get help or information. Unit members who have questions and concerns should contact their local PTA president or executive board, council, district, State, and National PTA, in that order.