

# ***PTA Board-Elect Activities:***



PTA bylaws provide that following the election, the board-elect may meet to begin making plans for the next term. Activities of the board-elect may include:

- ❖ Plan to attend California State PTA convention
- ❖ Fill any vacancies in office
- ❖ Determine PTA materials needed for officers/chairmen. Consider ordering extra subscriptions and publications.
- ❖ Distribute copies of bylaws and job descriptions
- ❖ Ratify appointments and begin goal setting and planning
- ❖ Set goals and plan activities to implement those goals
- ❖ Prepare a master calendar for PTA events and programs. Be aware of school district calendar and special holidays.
- ❖ Appoint budget committee
- ❖ Set appointments to meet with current board members to review evaluations of current term activities
- ❖ Set time to meet with site administrator
- ❖ Schedule an installation of officers
- ❖ Order membership envelopes
- ❖ Provide assistance, if needed, to have audit conducted
- ❖ Provide PTA council/district with roster of new board