



PTA TERM END CHECKLIST

Each PTA board should evaluate the term's work and prepare recommendations for the next term. Some of the questions to ask include the following:

Projects and Programs:

- ✓ Did the PTA achieve the goals set at the beginning of the term? If not, what needs to be done?
- ✓ Did the officers and chairmen know what was expected of them?
- ✓ Were efforts made to include more members in planning and working toward achieving those goals?

Membership:

- ✓ Did the PTA increase membership this term?
- ✓ Was an effort made to include more new members?
- ✓ Were telephone calls from members answered promptly?
- ✓ Were the association meetings well-attended?
- ✓ Was the association included in the decision-making process of the organization?
- ✓ Was the membership kept informed of PTA events and programs?

Training:

- ✓ Were the officers and chairmen notified of training opportunities?
- ✓ Was the association represented at PTA council/district meetings?
- ✓ Were the resources in **National PTA Annual Resources** and the **California State PTA TOOLKIT** shared?



BE A GOOD PAST PRESIDENT/OFFICER/CHAIRMAN

- Turn over all files of records and activities
- Maintain your interest and concern without trying to dictate because of past experiences
- Be willing to give support and information when requested.
- Remember, there is more than one way to do a job.
- Encourage those who will follow to develop their own leadership style.

Each individual brings his/her own uniqueness which brings a new dimension to the organization. This is good for all organizations. You have had your day in the sun -- let those who will follow have their chance to shine.