

Leadership Development

You Are Accountable For:

- **Bylaws**—Are they current or is it time to renew? (Renew every three years according to the date on the red seal.) A copy of your bylaws is available from the council president, region director, or Utah PTA. Blank bylaws forms are found in the Bylaws section of this Handbook.
- **Parliamentary Procedure**—Guide can be found in the President’s Tools section of this Handbook. This is a helpful tool for conducting meetings to keep order.
- **ALL PTA Funds**—Are to be collected and deposited separately from personal and schools funds (No co-mingling of funds!). Always have three people count the money—don’t leave money at school or take home. Get a deposit bag from the bank and make night bank deposits when necessary.
- **Records/Minutes**
 - Any motions made at any of your meetings need to be recorded.
 - Copy of approved budget (including minutes of the meeting where the budget was approved) should be sent to your council president/region director.
 - Be aware of retention dates (how long to keep financial records).
- **Commission Programs and Activities**—Encourage commissioners to have committees serve under them to recruit more parents to be involved. This will prevent burnout of Board members.
- **Membership**
 - **Membership dues aren’t a fund raiser.** Send in by the 25th of each month to Utah PTA.
 - Inform parents and help them understand what they receive for the Utah PTA and National portions of membership dues (see "Membership" section of this handbook).
 - Continue membership drive throughout the year at SEOPs, Back-to-School Night, Parent/ Teacher conferences, and all PTA events.
 - Have a membership database. Retain membership by keeping people informed.
 - Apply for Membership Awards (see "Membership" of Utah PTA).
- **Awards**—Be aware of deadlines and apply (see “Awards” section of this handbook).
- **Nominating Committee**—Must be elected by December 31. President does not serve on the nominating committee but does give information and direction prior to the first nominating committee meeting (see “Nominations” section of Utah PTA handbook).
- **Procedure Book**—Contains local Board information and duties of commissioners. (See “President’s Tools” in this handbook).
- **All Reports**—Must submit, online, 3 times a year. (see “Reports” section in this handbook.)