

# Materials

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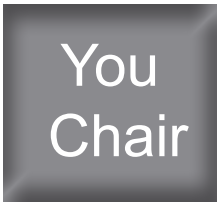
## Materials to have on hand for reference at meetings:

The agenda is a written outline for a meeting, prepared cooperatively by the president and secretary.

1. A copy of your bylaws
2. A copy of your EIN and PTA Unit ID Number
3. A copy of your school/district policies
4. Minutes of previous meetings
5. Treasurer's reports
6. A copy of the approved budget
7. Directories
8. Region and council information—copies for Board members
9. Roster of membership
10. *Our Children*—share applicable information with Board members
11. Calendars (school district, region, council, local school)
12. Handbooks (National PTA and Utah PTA)

# Meetings

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A dark gray square with rounded corners containing the text "You Chair" in white, sans-serif font.

Executive Committee Meetings  
Board Meetings  
General Membership Meetings

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Utah PTA Leadership Convention  
Region Meetings - if your region has councils, this may be by invitation  
Council Meetings  
School Board Meetings  
Advocacy Conference  
PTA Day at the Capitol

**Note:** Contact your local school district office and ask to be put on the mailing list to receive Board meeting agendas.

## Utah PTA Meetings Defined

### Utah PTA Leadership Convention

- Convention held annually in May to train, inform, and receive resources and to network.
- Business and Resolutions Meeting where resolutions and bylaws amendments come forward to be voted on by the delegates. Filing date for Intent of a Resolution is October 1, and the deadline for a completed resolution to be considered is November 15. (See legislation section of this handbook). This would be held at the Utah PTA level

### Advocacy Conference

- A conference held in the fall to educate members about the issues and legislative process—including business and resolutions.
- Business and Resolutions Meeting where resolutions and bylaws amendments come forward to be voted on by the delegates

### PTA Day at the Capitol

- Usually in February while the legislature is in session. A day to advocate for bills that the Utah PTA has been following which will affect children and youth.
- Lunch with the legislators. A time to have one-on-one conversations regarding legislative issues.
- Youth (PTSA members) attend and have separate meetings and usually have a mock debate.

### Council Meetings

- If you cannot attend a council or region meeting, please send another officer to represent your local PTA. This is your connection with Utah PTA. Your president-elect and principal also attend your council meetings.

### Local PTA Executive Committee Meeting

When: Recommended monthly, prior to Board meetings

Who: Elected officers and others invited

What: Agenda would include the following:

- Minutes
- Financial report, budget, audit, year-end report
- Communications
- Reports from commissioners and/or committees
- Unfinished business