

Materials

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. *One Voice eNewsletter*—share applicable information with board members
9. Region and council information—copies for Board members
10. List of membership
11. *Our Children*—share applicable information with board members
12. Calendars (school district, region, council, local school)
13. Handbooks (National PTA and Utah PTA)

Meetings

You Chair

Executive Committee Meetings
Board Meetings
General Membership Meetings

You Attend

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 bylaw changes come forward to be voted on by the delegates. Filing date for Intent of a Resolution is October 1st, and the deadline for a completed resolution to be considered is November 15th. (See legislation section of Utah PTA handbook). This would be held at the state 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 bylaw changes 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. It is recommended that 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