

Leadership Training for New and returning PTA Officers

(Come and get training in how to do your job before school starts)

Saturday, July 28, 2018

at

Twin Rivers USD Office
5115 Dudley Blvd.
McClellan Park, CA 95652
8 am – 3 pm

Training provided by California State PTA & Third District PTA
Board Members

Continental breakfast and lunch provided for \$10ea
(send 3 officers/committee chairs @ \$10ea, get the fourth free)

Schedule

- 8:15 – 9:00 Registration/Sign In/Continental Breakfast/Networking
9:00 – 9:45 Welcome/Introductions/Presentation by CA PTA 1st VP of Leadership, Tom Horn
10:00 – 12:00 Morning Workshops/Vendors
12:00 -12:45 Lunch (Check here for vegetarian option _____) **Door Prizes**
1:00 – 2:30 Afternoon Workshops/Vendors/Idea Exchange

We will have membership envelopes and secretary books for sale.
Your unit's supply of membership cards will also be available for pick up.
Check out vendors for program and fundraising ideas.

Workshop Descriptions

Steering the Leader-Ship – Everything you need to know to be a good President or Vice President from the start. How to set goals, make an agenda, run a meeting, manage your PTA and have fun.

Dollars & Sense – What you need to know to be a successful financial officer...approving and ratifying checks, payment authorizations, audits and taxes.

All Aboard the Member-Ship! – How to conduct a successful membership campaign.

Minutes Made Easy – What kind of minutes are there and what goes into them?

Let's Communicate Effectively – How to get your message across to anyone. What about social media? What can and cannot be posted on a PTA website?

You're on the Board, Now What? – Basic PTA information for all new rookie board members.

Engaging Parents– Why is parent engagement important? How to encourage parents to volunteer. How to increase attendance at association meetings? Recruiting for your PTA board

Bylaws Boot Camp - What's a quorum? How many meetings must we have? How to update your bylaws. The importance of motions.

Don't Let Conflict Manage You! – Is conflict bad? What to do when conflict happens.

Reflecting on Reflections– How to run a successful Reflections Arts program.

Workshops

<p>10:00 – 11:00 Choose one</p> <ul style="list-style-type: none"><input type="checkbox"/> All Aboard the Member-Ship!<input type="checkbox"/> Minutes Made Easy<input type="checkbox"/> Let's Communicate Effectively <p style="text-align: center;">OR</p> <p>10:00 – 11:30 Choose one</p> <ul style="list-style-type: none"><input type="checkbox"/> Steering the Leader-Ship<input type="checkbox"/> Bylaws Boot Camp	<p>11:00 – 12:00 Choose one</p> <ul style="list-style-type: none"><input type="checkbox"/> You're on the Board—Now What?<input type="checkbox"/> Engaging Parents <p style="text-align: center;">AFTERNOON SESSIONS</p> <p>1:00 – 2:30 Choose one</p> <ul style="list-style-type: none"><input type="checkbox"/> Dollars & Sense<input type="checkbox"/> Don't Let Conflict Manage You!<input type="checkbox"/> Reflecting on Reflections
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Unit name:

Who's coming:

Amount Due: \$ _____ Check, cash or PayPal payment may be made at the door. Please pre-register to ensure we order enough food for breakfast & lunch

Please send check to: Third District PTA
P.O. Box 269003
Sacramento, CA 95827