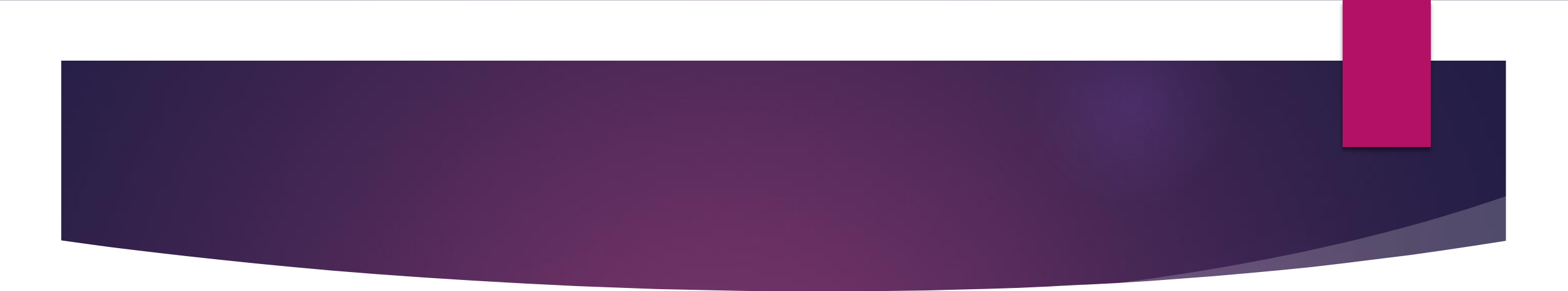


PTA Simplified

PRESENTED BY: AMY RHYMER

PLEASANT HILL ELEMENTARY SCHOOL PTA

LEXINGTON, SC

- 
- ▶ Love volunteering and being involved? Just don't love the unexpected surprises and unknown territory that may come with being on your PTA board? Then this is the breakout for you!
 - ▶ We will give you an outline (based on a High School) to give you a great overview of your "to do" lists. Please feel free to adjust them to your school's needs as you see fit!
 - ▶ But one thing is for certain – in order to not get burned out you must...



**Work Smarter
Not Harder!**

What do I mean when I say that?

- ▶ Get Organized
- ▶ Communicate Clearly
- ▶ Use Resources available to you to make your job easier!
- ▶ Don't overdo it
- ▶ Don't forget to have fun!

This breakout will give you a quick guideline to steer you in the direction you need to head in. However, you will have to take time to make it fit for your school and your needs. Once you have completed that – just follow through!

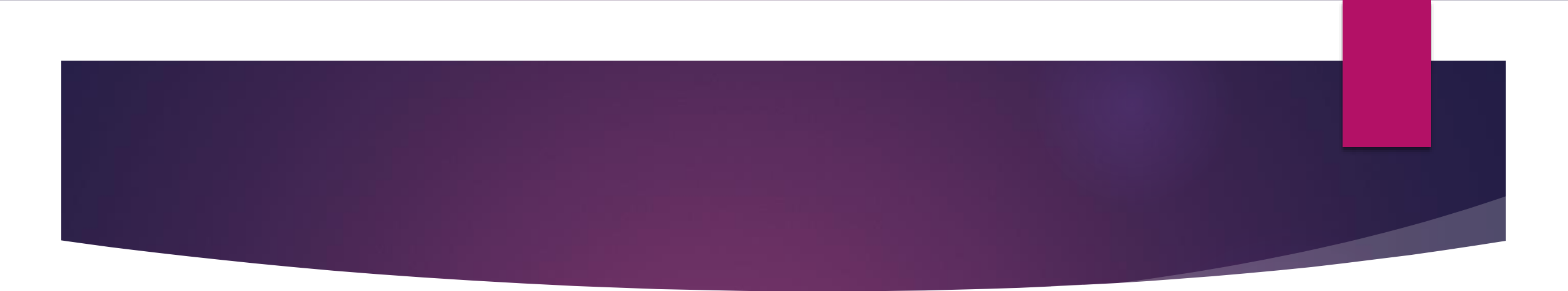
Getting Organized:

Here is a month by month breakdown of what you need to do throughout a school year.

Elementary and Middle Schools may not need as much information but this will be a great guide to getting you started on your own “to do” list.

**~Special thanks to Susan Key,
JL Mann PTSA President and District 1 President~**

*****See the handout given for a full school year’s list.**

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- ▶ Another way you can get organized is to have all of your board positions receive uniformed folders or binders detailing the expectations of their jobs and any information the previous board members have comprised up to the current year.
 - ▶ Be sure that your president has a master copy that is not given out in case you ever have a board member misplace information.

Communicate Clearly:

The most common thing I hear at meetings and events is “we need to do this....”

What I don't hear is “Amy – I need you in charge of this”; “We need this done so Amy can you handle this” – then Amy confirms “Yes, I have it”.

You may have amazing ideas and be the most organized group in the world, but if you are not clearly giving your board and members specific needs and assigning jobs to ensure things are taken care of all of that smart thinking becomes a whole bunch of dropped balls and last minute scrambling!

So....

- ▶ Get specific in your requests and needs
- ▶ Assign duties to specific people
- ▶ Make sure to get a response from the person who is assigned a duty
- ▶ If unsure if everyone is on the same page have the key people repeat back to you what they heard and understood their jobs to be.
- ▶ Put it on Paper – after a verbal understanding follow up with an email to have a paper trail!

Use Resources available to you to make your job easier...

- ▶ Each board member should pass off all information they were given and have added to you when you meet – This should be prior to or on June 30th. The previous board member is relieved of the school year duties on June 30th.
- ▶ The SCPTA website: www.scpta.org This site has forms and information about positions.
- ▶ <http://scpta.org/main.php?pid=38> This link will provide you with the SCPTA monthly programming ideas! You don't have to come up with them on your own!
- ▶ Utilize the National PTA Website as well: www.pta.org
- ▶ Don't be afraid to call SCPTA to speak with someone who you would report to. The people on the board and your district presidents are there to help you be successful.
- ▶ Go to District, State, and National conventions and trainings. You will get more information that you realize and have sounding boards at these events!

Don't Over Do It!

- ▶ Find what your school would benefit from the most:
- ▶ This can be programs, events, needs, etc
- ▶ Figure out which of these the board and members would like to take on.
- ▶ Limit the expectations (offer do add one new project a year or two if they are reasonable)
- ▶ Learn to politely say no. If you are going to plan all these amazing events but you have so many parents feel they have their families up at the school every week for something else – all your work will be for very little turn out.
- ▶ Less is More really is true!

Most IMPORTANTLY....

Don't forget to have fun. You are here to advocate for your Parents, Teachers, and Students...but you are also there to enjoy the fruits of your works. Don't ever get too overwhelmed that you forget your purpose of taking the role you are now in.

If you find yourself burnt out...step back and see where you are not operating as efficiently as you could.

You are not alone. You have help. Ask for it! Once you get it – take it willingly! Just because you are in a “take charge” position does not mean you have to do it all!

Sounding Board Time

- ▶ What works for you?
- ▶ What tricks have you found to simplify your positions?
- ▶ What is making your job difficult in your eyes?
- ▶ How can we help you find positive solutions?