Successful Board Management
Building and Leading the Team

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Overview

• Effective Board Teams
• Role of PTA Leaders
• Meetings
Leadership and Management

• Management is business
• Leadership is people

The key to successful leadership today is influence, not authority. ~ Kenneth Blanchard
Effective Board Teams

• Retreat/Orientation
• Board protocols
• Vision, Mission, Goals
• Collaboration
• Annual calendar
Learn and Share Information

• PTA Trainings
• Councils
• Region Director
• Service Delivery Teams
• State PTA office
Build Positive Relationships

- PTA
- Parents
- Principal, School Staff
- School Board, School District
- Council
- Region
- Community businesses
- Media
Professionalism

Volunteers in Non-profits

– Understand the benefits of training, learning experiences

– Understand the importance of strong communication and interpersonal skills

– Understand the significance of credibility

– Understand the message and the mission
Standards and Practices

- Commitment and Dedication
- Working Knowledge
- Expectations and Responsibilities
- Effort for the Association
- Accountability
- Conflict Resolution
Share A Vision

• Seek to meet the needs of customers (members)
• Stay focused on emerging change and needs
• Take chances with traditional methods
Share A Vision

• Seek to understand root causes that shape issues
• Look for creative connections
• Recognize that diversity expands creativity, innovation and organizational learning
Recruit/Retain Volunteers

• Positions to people
• Clear expectations
• Meaningful and manageable
• Empower and support
• Communicate
• Recognize
Officers and Board

• Future focused and Entrepreneurial spirit
• Risk Takers
• Communicators and Relationship Builders
• System Thinkers
Committee Chairs

- Standing Rules committee list
- Approved by Executive Committee
- Vacant positions
PTA Committees

• Timeline
• Budget
• Progress reports
• Communication
• Procedure Notebooks
• Empowerment
Speak for the PTA

• Council meetings
• School
• School Board
• Community
• Media
Preside at Meetings

- Executive Committee
- Board of Directors
- General Membership
- “Special”
Before the Meeting

• Call to Meeting
  – Date, time, location, agenda requests
• Committee reports
• Financial Reports
• Previous Minutes
Agenda Preparation

- Unfinished business
- Previous minutes
- Annual goals for PTA
- Committee reports
- Requested agenda items
Effective Agendas

• Purpose of each item
  – Information
  – Discussion
  – Action

• Order of items

• Time constraints
Meeting Management

• Parliamentary procedure
• Discussion techniques
• Majority vs. Consensus
• Time keeping
After the Meeting

• Evaluate
• Meeting results
• Meeting minutes
• Action steps
• “Parking lot talk”
Do the Right Thing

• Set priorities
• Manage your commitments
• Find a source of support
• Take advantage of resources
• Take care of yourself and family
• Have fun!
Legacy of Leadership

- When the next board comes in, they..
  - Are prepared
  - Understand that commitment
  - Appreciate the challenges
  - Are proud to continue the legacy...
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Celebrate Good Work

• Advocacy on behalf of children and families
• Collaboration with other groups
• A professional standard of communication
• A business model for future success
Questions?
Thank you for your participation!

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