

# BOARDSMANSHIP

New SOA Requirement

Free State  
**PTA**  
everychild.onevoice®

JULY 20-21



**FREE STATE PTA**  
**2024 CONVENTION**

# PTA MISSION

---

To make every child's potential a reality by engaging and empowering families and communities to advocate for ALL children.

---

The MISSION is the difference between PTA and other unaffiliated groups

Our Mission  
makes PTA

A powerful voice for all children,

A relevant resource for families and  
communities, and

A strong advocate for the education  
and well-being of every child.

# HISTORY



FOUNDED IN 1897 AS THE NATIONAL CONGRESS OF MOTHERS BY ALICE MCLELLAN BIRNEY AND PHOEBE APPERSON HEARST.



IN 1911 SELENA SLOAN BUTLER FOUNDED THE NATIONAL CONGRESS OF COLORED PARENTS AND TEACHERS.

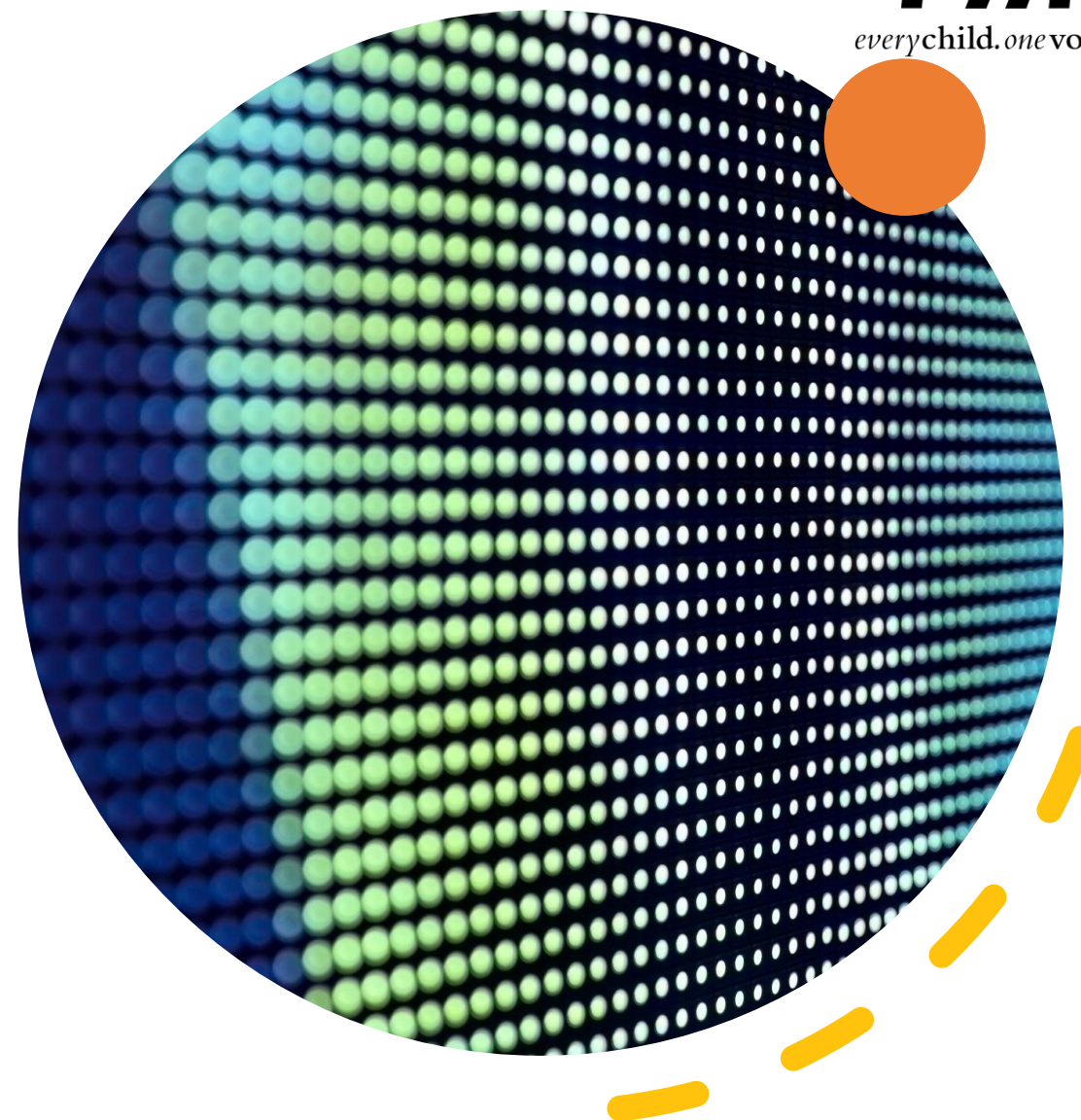
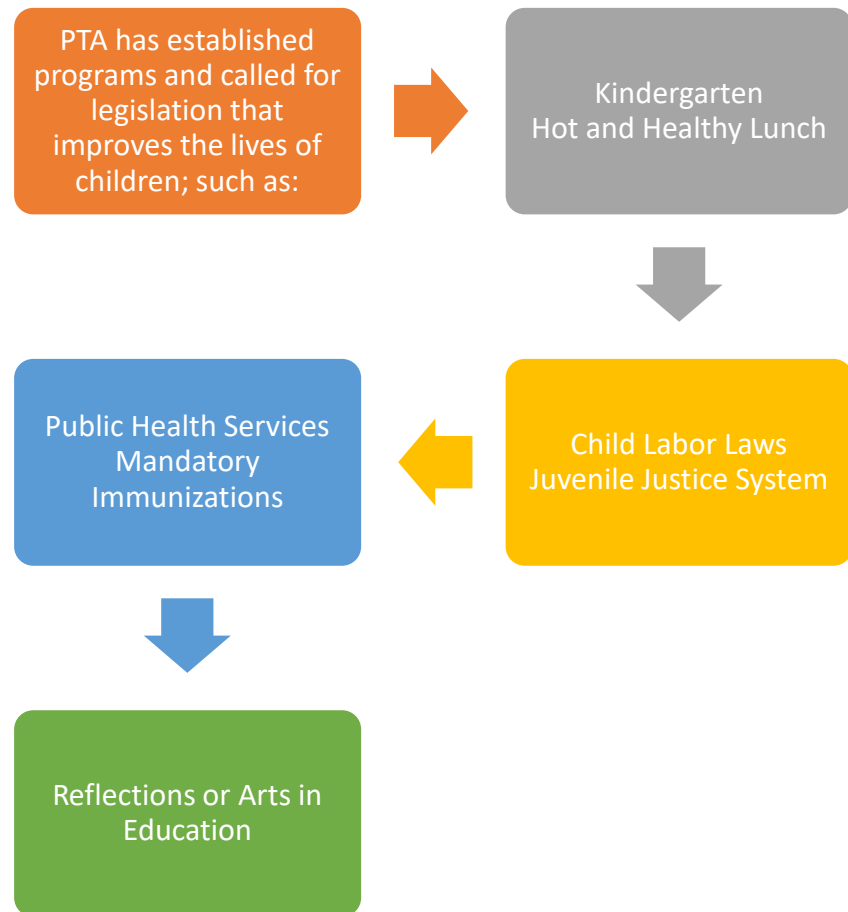


IN 1970 BOTH GROUPS MERGED TO FORM NATIONAL PTA.

# ADVOCACY

- PTA is the oldest and largest child advocacy association in America. Comprised of more than 3 million parents, teachers, grandparents, foster parents, care givers, and other caring adults who share a commitment to improving the education, health, and safety of all children.
- PTA SPEAKS WITH ONE VOICE FOR EVERY CHILD.

# ACCOMPLISHMENTS



# WHAT PTA OFFERS

- Programs and resources to support family engagement and student success.
- Grants and awards for healthy lifestyles, Arts in Education, parent engagement, and family/school partnerships.
- Leadership tools and training including a volunteer management system and guidance in financial matters.
- A National community and professional support.



# ORGANIZATIONAL CHART

NATIONAL PTA

STATE PTA

COUNCIL PTA

LOCAL PTA



# PTA Structure

## Local Units

- Most Important division of PTA
- Basis for PTA membership, and advocates within the community

## Councils (where active)

- Supports Locals by providing information, training, and resources
- Advocates at the county level

## Free State PTA

- Supports Locals and Councils by providing information, training, and resources
- Addresses statewide issues

## National PTA

- 54 Congresses, in 50 states, Washington DC, the U.S. Virgin Islands, Puerto Rico, and DoDEA schools in Europe.
- Advocates on a national level

# SELF GOVERNING

PTA is a business!

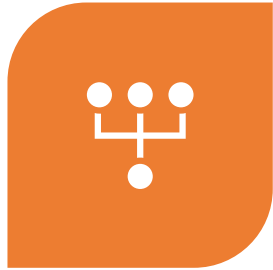
Your PTA is an independent nonprofit association. Your members get to make the decisions, approve bylaws, elect officers, and approve budgets and plans.

Your PTA may partner with and focus efforts on a school; however, your Principal is not in charge of the PTA. It is a partnership.

Your PTA should coordinate with the Principal and always follow school policies.

# 501(c)(3) STATUS

---



LOCAL UNIT PTAS ARE NONPROFITS, KNOWN TO THE IRS AS 501(C)(3) ORGANIZATIONS. THEY MUST NOT VIOLATE CERTAIN RESTRICTIONS THAT APPLY TO THEIR 501(C)(3) CLASSIFICATION:



THE APPROPRIATE IRS FORM 990 MUST BE FILED EVERY YEAR



PTA MUST BE ORGANIZED AND OPERATED EXCLUSIVELY FOR CHARITABLE, EDUCATIONAL, OR SCIENTIFIC PURPOSES



FUNDS CANNOT BE USED FOR PRIVATE BENEFIT

# 501(c)(3) STATUS

---



A PTA CANNOT ENGAGE IN ANY POLITICAL ACTIVITY. THE IRS CONSIDERS POLITICAL ACTIVITY AS WORKING FOR OR AGAINST A CANDIDATE FOR PUBLIC OFFICE AT ANY LEVEL.



PTAS ARE ENCOURAGED TO ADVOCATE ON BEHALF OF THE NEEDS OF THEIR PTAS AND MEMBERS.



CONTRIBUTIONS FROM DONORS MAY BE DEDUCTIBLE ON FEDERAL AND STATE INCOME TAXES.

# REMEMBER: PTA and FUNDRAISING

PTAs are 501(c)(3) organizations meaning the IRS grants our tax-exempt status based on the mission of PTA.

PTAs are advocacy organizations. The mission and goal is to advocate. A PTA only fundraises to support the mission of PTA.

PTAs who excessively raise funds to support programs or efforts beyond the mission of PTA run the risk of facing IRS penalties or being taxed.

Remember the 3-to-1 rule: For every fundraising activity, there should be at least three non-fundraising projects aimed at helping parents or children, community building, or advocating for school improvement.

*In extreme cases, your PTA could lose its 501(c)(3) classification.*

# BYLAWS



Bylaws are the general rules of operation for any PTA.



Locals must use the Bylaws template provided by Free State PTA



Bylaws must be approved by Membership and Free State PTA every three years even if no changes are being made.



Problem solving is much simpler when you know your bylaws.

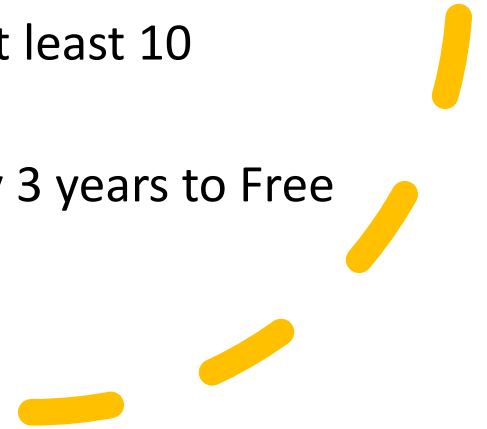
# Standards of Affiliation

## **Every PTA must:**

- Be incorporated in Maryland.
- Be registered with Maryland Secretary of State as a fundraising organization.

## **Every PTA must annually:**

- File the appropriate IRS Form 990.
- File a Personal Property Report with State of Maryland.
- Have liability insurance.
- Input officer contacts for at least President, Treasurer, and Secretary into Givebacks.
- Pay National and Free State PTA dues for at least 10 members by March 31<sup>st</sup>.
- Submit updated bylaws at least once every 3 years to Free State PTA for approval



# SOA Submissions

Compliance documents can be uploaded into Givebacks under the Compliance section -> Enter submissions.

Officer contacts can be entered into Givebacks under the Compliance section -> Update officers.

Membership can be paid using Givebacks or by check using the Membership Form found at [www.fspta.org/resources](http://www.fspta.org/resources).

By entering information into Givebacks you provide your Council and Free State PTA evidence of your compliance.

Compliance documents entered into Givebacks will be approved or rejected to provide real-time feedback.





# Know the PTA Language

---

- **General Membership** - Everyone who purchases an annual membership in your PTA.
- **Executive Committee** - Elected officers; elected by membership, to provide key leadership
- **Board of Directors** – The elected officers, standing committee chairs, the Principal, possibly others; defined in bylaws, to organize and shepherd most of the business of the PTA.
- **Standing Committee** – A group that performs a continuing function usually named in the bylaws and remains in existence permanently or for the life of the assembly that created it. Committee members serve a term specified in the bylaws.

# Qualities of a Good Leader

- Integrity
- Self Awareness
- Courage
- Respect
- Empathy
- Enthusiasm
- Vision
- Knowledge
- Open and Creative Mind
- Sound Judgement
- Excellent Communication Skills
- Conflict Resolution Skills



# Leadership Style

- The Democratic leadership style is one of the most effective because it encourages everyone to: participate in all processes, share their opinions, and know you are listening.

# Team Building

---

A team is defined as ...

an energetic group of people,

who are committed to achieving common objectives,

who work well together and enjoy doing so, and

who produce high quality, planned results.



# What is Team Building?

The process of deliberately creating a team.

The core of team building addresses the following questions.

1. What are we here to do?
2. How shall we organize ourselves?
3. Who is in charge?
4. Who cares about our success?
5. How do we work through problems?
6. How do we fit in with other groups?
7. What benefits do members need from the team?

# Duties of Officers

---

- Help others to reach the goals they have set for themselves
- Ensure the membership is well-informed and clearly focused on the PTA mission
- Follow guidelines from bylaws
- Keep a procedure book
- Seek and train a replacement
- Deliver to successors all books and records of the office

# PRESIDENT

Required by Maryland corporation law

---

- The President is the leader. The local unit looks to the President for guidance in creating partnerships within the school community and helping to create an environment for engagement.
- Creates the agenda and chairs all meetings.
- Oversees fiscal compliance.
- Signs checks presented by the Treasurer.
- Serves as liaison with school administration or community partners.
- Represents PTA to the community.



# PRESIDENT

---

- Familiarize yourself with PTA programs and resources.
- Identify challenges and invite solutions.
- Check in with officers and committees regularly to ensure overall plans and programs are on target.
- Recruit and mentor volunteers and future leaders.





# TREASURER

Required by Maryland corporation law

- The PTA relies on the Treasurer to ensure appropriate financial records are kept, a budget is established, and controls are in place to prevent theft or fraud.
- Chair the budget committee.
- Provide written reports for meetings.
- Ensure the financial review is completed.
- File IRS forms and state level filings as required.
- Keep accurate & detailed accounts
- Receive all money for all accounts & deposit in a bank
- Pay all bills and dues

# TREASURER

## - For the Record

- Bylaws and recent financial review report
- Receipt book, bank statements, electronic access
- Checkbook
- Current year budget
- IRS Letter of Determination, EIN, 990 forms

# SECRETARY

Required by Maryland corporation law

---

- Responsible for keeping an accurate record of meetings which become part of the permanent history of the PTA. The Secretary may also handle correspondence including communications with members and notifications for meetings.
- This position may be split into two roles: Recording Secretary and Corresponding Secretary. If the position is split, the Recording Secretary is the position required by Maryland corporation law.

# SECRETARY SHOULD

---

- Gather and maintain essential documentation: bylaws, procedure book.
- Maintain an accurate record of membership.
- Organize and record meetings.
- Assist with the agenda.
- Take attendance to establish quorum.
- Take minutes.
- Count and record votes.
- Present draft minutes from the previous meeting.

# VICE PRESIDENT

---

- A Vice President may be called upon at any time to assume the role of President, temporarily or until the position is filled in accordance with the bylaws.
- Implement duties delegated by the President.
- Represent the President in his/her absence.

# BOARD OF DIRECTORS

---



- The Board of Directors is responsible for the operation of the unit and transaction of business in the intervals between General Membership meetings.
- Board members are the elected officers, standing committee chairs, the Principal, possibly others (all according to the bylaws).
- Only dues paying members of the local unit can sit on the Board of Directors.

# 10 Basic Responsibilities of a Nonprofit Board

---

1. Follow the PTA mission & purpose
2. Elect officers in accordance with the bylaws
3. Support the president
4. Ensure effective planning
5. Ensure adequate resources
6. Manage resources effectively
7. Determine, monitor, and strengthen the local PTA programs and services
8. Enhance the PTA public image
9. Ensure legal and ethical behavior and maintain accountability
10. Recruit and orient new board members and assess board performance

# BOARD RESPONSIBILITIES

---

- Boards work as a TEAM to fulfill the PTA mission and meet specific PTA goals.
- The PTA may be working toward existing goals or creating new ones.
- A goal is an optimistic and positive view of what could be.
- A goal is easily measured, clear, straightforward, and simple in language





# REMEMBER

---

- Board members should RESPECT each other.
- It's not personal; there may be disagreements but remember the debate is about ideas, not relationships.
- You can disagree without being disagreeable.
- When the board of directors takes a position, ALL board members are obliged to support that stance or be silent.
- Board business remains with the BOARD.



# PRINCIPAL

---

- The Principal is the CEO of the school and is legally responsible for the school's program and serves as the education leader and final decision maker at the school.
- The PTA and Principal work collaboratively to achieve the goals of the PTA and school.
- Recognizing, acknowledging, and **RESPECTING** roles and communication are key to a successful partnership.



# COMMITTEES – What do YOU Need?

A **committee** is defined as “a group of people appointed for a specific function, typically consisting of members of a larger group.”

## **Possible Committees:**

- Diversity and Inclusion,
- Advocacy, Family & Community Engagement
- Health and Safety,
- Arts in Education,
- Membership,
- Fundraising
- Programs



# TEAM PARTICIPANT

---

- Come to meetings prepared: minutes
- Arrive on time and stay until the end of the meeting
- Be attentive to the discussion
- Speak long enough to make your point
- Be open to evaluation and criticism
- Don't be afraid to disagree

# General Membership Meetings

---

- Meetings held for the entire membership of the local unit as defined in the bylaws, usually 3-4 times per year.
- The purpose is to ratify business, elect officers and to present information that will meet the Mission and Purposes of PTA for all parents and community members.



# Board Meetings

---

Meetings held, usually monthly, by the officers, chairs of standing committees, the Principal, and possibly others, as defined by the bylaws.

---

Duties are to transact necessary business, create standing committees, approve plans of work, present a report to the general membership, select an auditor, prepare and submit an annual budget, and approve routine bills.

# Executive Committee Meetings

- The Executive Committee is typically the elected officers (check the bylaws).
- Executive Committee meetings are normally held once at the beginning of the elected officers' term, then only in an emergency when it is not practical to convene either the Board of Directors or General Membership in a timely manner.
- Action taken by the Executive Committee must be ratified by the Board of Directors at the next Board of Directors meeting.





**CONFLICT CAN HAPPEN!!**



# CONFLICT

---

CONFLICTS ARE STRUGGLES THAT CAN ARISE DURING AN ACTIVE DISAGREEMENT OF OPINIONS OR INTERESTS.

---

CONFLICT CAN BE HEALTHY SO DON'T FEAR IT!

---

CONFLICTS MAY NOT BE RESOLVED BUT CAN BE MANAGED!

# Conflict Management

---

- Assume that both parties want to come together
- Keep an open mind
- Resolve differences as win – win
- See the other person's point of view
- Talk about issues – not people
- Keep talking

# FIDUCIARY RESPONSIBILITY

---



- When an individual becomes a board member, either through election or appointment, that person becomes legally obligated to conduct themselves prudently and responsibly and ensure the organization conducts itself in a manner so that the best interests of the organization and its members are protected and preserved.

# FIDUCIARY DUTIES

---

- **Duty of Care** – Board members must have the ability to manage carefully and responsibly the financial affairs of the organization. They also have the duty to hold in good faith, prudently, the best interests of the organization. Board members should ensure that the books and records are accurate and complete and that all tax deadlines are met. Board members should also exhibit fair dealing, openness, and honesty while being alert to potential problems and conflicts of interest. *Duty of Care describes a level of competence.*
- **Duty of Loyalty** – Board members must give their undivided loyalty to the mission and purpose of PTA. Board members must not take advantage of the organization for their own gain. Members should help to further the goals of the organization. *Duty of Loyalty describes a level of faithfulness.*
- **Duty of Obedience** – Board members must obey the mission and purpose of PTA and the applicable laws governing the organization as set forth in the bylaws. Members should read and know the bylaws, incorporation regulations, and IRS guidelines. *Duty of Obedience describes a level of trust.*

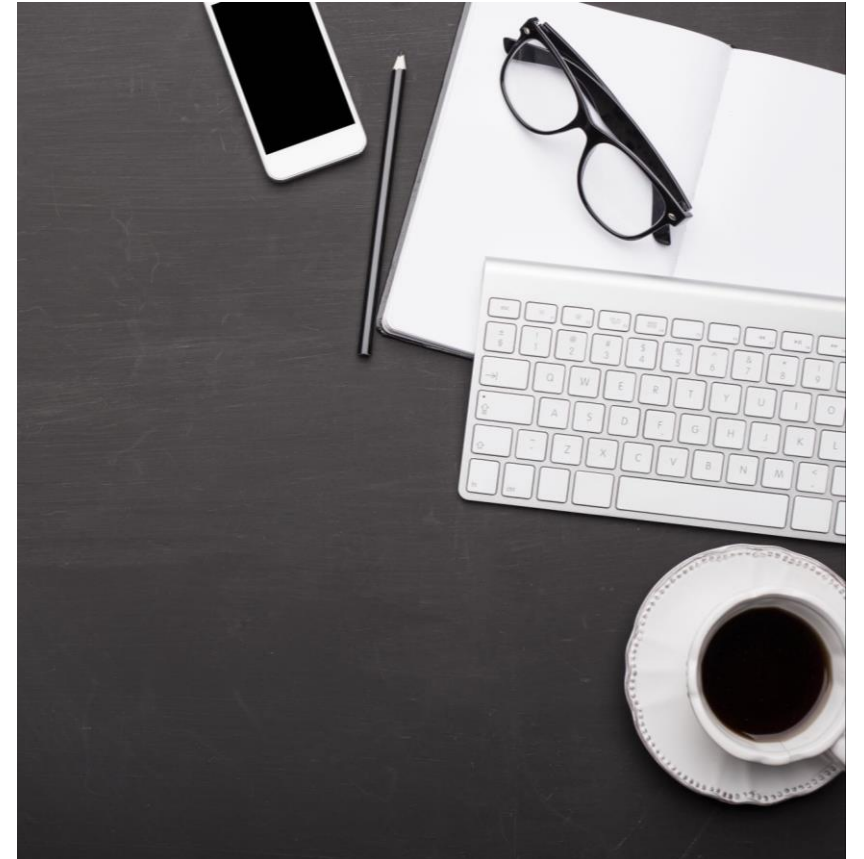
**Failure to uphold these duties may lead to personal liability, loss of tax-exempt status, or both.**



# Procedure Books or Electronic Files

---

- Help to continue the work of the PTA in an efficient manner (Don't reinvent the wheel!)
- A working book/files of information needed to fulfill the responsibilities of your job
  - Loose leaf binder works well
  - Can use Google drive, provided it can be shared
  - Belongs to the PTA



# Procedure Books or Electronic Files

---

---

Goals, Job Descriptions, and Plans of Work

---

Reviews of activities (what did and didn't work)

---

Timelines

---

Committee Member Contacts

---

Roster of Board Members

---

Rosters from Council and Free State

---

Bylaws, Policies, Standing Rules, and Procedures





# Delegate

---

- Do it! Delegate it! Dump it!
- Open mail immediately, respond, file
- Answer phone calls promptly – keep it short
- Keep lists
- Distribute materials to proper person
- Assign jobs to other board members
- File it or throw it away

# Calendars

---

- Review the bylaws and determine how many General Membership meetings must be held each year.
- Determine how many meetings should be held by the Board of Directors.
- Set specific dates for the General Membership and Board of Directors meetings.
- Publish the dates for the entire year in the newsletter, on the website and/or on the bulletin board.

*Once calendar is set, do not change the dates except for school closings or emergencies.*



# Writing Goals

---

A good goal statement is:

- ✓ An optimistic and positive view of what could be.
- ✓ A statement, containing things that are easily measured.
- ✓ A demand for action and planning.
- ✓ A clear, straightforward statement in simple language.

# Budgeting

---

- A PTA yearly budget should support the goals established at the beginning of the year.
- Limit fundraisers to just what is needed to meet the goals.
- Follow the Free State PTA financial guide.



# Agenda

1. Call to Order
2. Achieve Quorum
3. Adopt the Agenda
4. Approve the Minutes
5. Treasurer's Report
6. Officers' Reports
7. Standing Committee Reports
8. Additional Reports
9. Unfinished Business
10. New Business
11. Announcements
12. Adjournment
13. Program (if applicable)

# Parliamentary Authority

---

- Set of consistent rules that governs deliberative societies
- Protects the rights of the individual, the minority, the majority, the absentee, and the association
- Based on *Robert's Rules of Order, Newly Revised*

# PTA Ethics



Ethics is a theory of right and wrong conduct. The ethical path for PTA action would be the accepted professional standards of conduct.



Follow the bylaws for your unit, National PTA Annual Resource Guide, Robert's Rules of Order.



Follow the school system policies as guidelines.



Make sound, ethical personal choices.

# Working with School Administrators

---

Nurture cooperation with school administrators:

- Meet monthly with the Principal
- Encourage the Principal to actively serve on the Board of Directors
- Offer support for local school community projects
- Promote a positive image of the school
- Share community concerns



# DON'T BE AFRAID OF CHANGE

- Change may be hard, but it is for the good of your organization.
- If you do the same thing, you get the same results.
- If something needs to be fixed - fix it now and fix it for good!

YOU ARE NOT ALONE



# Assessment

---

- Ask for feedback
- Motivate leaders and members
- Look at your personal work and efforts
- Reassess the direction of your PTA

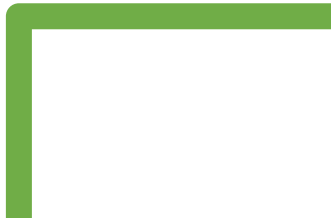


Celebrate!

- Recognize and reward achievement
- Say “thank you”
- Show you appreciate everyone’s contributions
- Give a National PTA Life Achievement Award



# QUESTIONS



A hand is shown in the foreground, resting on a wooden desk and using a computer mouse. To the right of the hand is a large, three-dimensional '@' symbol made of cardboard. The background is a blurred office setting with a window and a desk. A white circular graphic element is overlaid on the right side of the image.

# Contact us!

## The Free State PTA Governance Team

- Traci Tatum – [ttatum@fspta.org](mailto:ttatum@fspta.org)
- Robert Reschly – [rreschly@fspta.org](mailto:rreschly@fspta.org)
- Micheal Sedgwick – [msedgwick@fspta.org](mailto:msedgwick@fspta.org)
- Bruce Butz – [bbutz@fspta.org](mailto:bbutz@fspta.org)

thank you!