

**NEW OFFICER  
TRAINING  
FOR WAKE  
COUNTY PTA  
LEADERS**

**PRESENTED BY  
WAKE COUNTY PTA COUNCIL  
MAY 29, 2018**

# SETTING EXPECTATIONS

- Thank you for your attendance today!
- Since we have only 2 hours, we're going to move fairly quickly.
- Please set cell phones to “vibrate” mode
- Feel free to ask questions, but please note that we have a lot of material to cover – so we may need to take questions offline.



# PTA MISSION

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



# PTA VALUES

Collaboration  
Commitment  
Accountability  
Respect  
Inclusivity  
Integrity

# PTA Values

## **COLLABORATION**

We work in partnership with a wide array of individuals and organizations to accomplish our agreed-upon goals.

# PTA Values

## COMMITMENT

We are dedicated to promoting children's health, well-being, and educational success through strong parent, family, and community involvement.

# PTA Values

## ACCOUNTABILITY

We acknowledge our obligations.

# PTA Values

## RESPECT

We value our colleagues and ourselves. We expect the same high quality of effort & thought from ourselves as we do from others.



# INCLUSIVITY

We invite the stranger and welcome the newcomer. We value and seek input from as wide a spectrum of viewpoints & experiences as possible.

# PTA Values

# PTA Values

## INTEGRITY

We act consistently with our beliefs. When we err, we acknowledge the mistake and seek to make amends.

# **PARENT TEACHER STUDENT ASSOCIATION (PTSA)**

**PTSAs provide youth members with opportunity to make a difference by:**

- Developing leadership skills
- Learning about the legislative process
- Increasing self-esteem
- Contributing to the school

**PTSAs provide adult members with new perspective for program development, as well as understanding of youth.**



# PTA STRUCTURE

- National PTA
- NCPTA
  - WCPTA
- Local PTA Unit



# WAKE COUNTY PTA COUNCIL

- Provides training and member support for units
- Provides program support (Reflections, Healthy Lifestyles, Volunteer Recognition, etc.)
- Advocacy work
- Grant programs
- Helps unify work of PTA units in our County
- Troubleshoots and provides Technical Assistance



# WAKE COUNTY PTA COUNCIL

- Provides opportunities for local unit members and leaders to become involved at the district/Council level
- Openings for other committee member positions for 2018-2019, including Reflections, Advocacy and Night of Stars. Ask us!! 😊





# **CONGRATULATIONS AND THANK YOU**

**YOU AND YOUR  
TEAM ARE GOING TO  
MAKE A  
DIFFERENCE.**

# BUILDING YOUR TEAM

- Teamwork is key to your success.
- Your team should include ALL of the following:
  - Parents
  - Teachers
  - Possibly students
  - Community Members
  - PRINCIPAL





# IMPORTANT RESOURCES - BYLAWS

- Local PTA units began using the new uniform bylaws on July 1, 2011
- PLEASE read your bylaws. They will answer the vast majority of your questions.
- If you don't have a copy of your bylaws, contact your president (or outgoing president) and ask for a copy. If that doesn't work, contact NCPTA by emailing [office@ncpta.org](mailto:office@ncpta.org).



# IMPORTANT RESOURCES - LOCAL

## Standing Rules –

- Highly recommended that you have them.
- Handled at Board level and can be amended by the Board
- Should include copies of all important forms and explanations of policies and procedures your unit uses to run business on a day-to-day basis



# IMPORTANT RESOURCES - NATIONAL

- National PTA puts out a variety of guides that are really helpful to local PTA unit leaders.
- **Back to School Kit** from National PTA generally comes out over the summer. Available online at [www.ptakit.org](http://www.ptakit.org) (last year's version, but it will be updated). CHOCK FULL of good info.
- Other National PTA resources: [www.pta.org](http://www.pta.org)



# IMPORTANT RESOURCES - STATE

- NCPTA has a fabulous library of archived webinars that you can access 24/7

<http://ncpta.org/index.php/events/webinars/past-webinars/>

- Topics include: PTA Basics, Treasurer Series (3-part: Roadmap to Successful PTA Budgets, Best Practices in PTA Cash Management, and Financial Review/990), Health and Wellness Matters, Grant Writing, Nominating Committees, etc.



# IMPORTANT RESOURCES - STATE

- NCPTA website also has some great resources for PTA/PTSA leaders:  
<http://ncpta.org/index.php/leaders/>
- Highly encourage you to check it out for copies of uniform bylaws, lots of financial tools, info on the membership database, good standing requirements, etc.





# **YOUR PTA UNIT WAS BUILT FOR ADVOCACY**

**PTA IS THE  
NATION'S OLDEST  
AND LARGEST  
CHILD ADVOCACY  
ORGANIZATION IN  
AMERICA**

# PTA ADVOCATES ON ALL LEVELS

- Wake County PTA Council has been active in past years in advocating for the passage of school bond referendums and the funding of WCPSS by the Wake County Commissioners. We share resolutions of the Council Board with our units from time to time and ask you to consider adopting similar resolutions at the unit level.
- NCPTA lobbyists works throughout NC legislative sessions to keep members updated on NCGA activities. Recent wins at the state level include continued funding for Drivers' Ed in NC, conversion of ALL high school students to the 10-point grading scale instead of phased conversion.
- National PTA actively engages Congress year-round in our efforts to support education (example: National Legislative Conference)



# WCPTA ADVOCACY IN ACTION



## Support for the 2018-2019 WCPSS Board of Education Budget Request

A Resolution of the Wake County Parent Teacher Association (PTA) Council Board of Directors  
Adopted May 16, 2018

Wake County PTA Council has 143 PTA member units in Wake County and represents thousands of PTA members, parents, and teachers.

WHEREAS, the mission of the PTA is

1. To support and speak on behalf of children and youth in the schools, in the community, and before governmental and other organizations that make decisions affecting children;
2. To assist parents in developing the skills they need to raise and protect their children; and
3. To encourage parent and public involvement in public schools.

WHEREAS, our strong public education system is the heart and soul of the economic strength of our county.

WHEREAS, the Wake County Public School System continues to experience tremendous growth year after year.

WHEREAS, the Wake County Public School System is committed to graduating at least 95% of our students on time, as promised to the Wake County Community through the Vision 2020 Strategic Planning process,

WHEREAS, we recommend the following; that Wake County

- Fund at least \$48M of the school board's request of \$58.9M in additional funding to ensure that the current level of service for our 160,000 students is maintained
- Allocate an additional \$18M over what is currently proposed by using existing and projected revenues and by using the county's ample fund balance
- Put the School Bond Referendum on the November 6th ballot
- Begin a 3-year plan to hire school counselors and social workers at the nationally recommended student ratios
- Consider the expansion budget of \$11M proposed by the school board to hire more counselors, social workers, and nurses and to also expand the number of children who can be served in the Academically Gifted Program. We urge Commissioners to find funds to increase both of these budget requests at some level. Our children desperately need these support services.

**THEREFORE, BE IT RESOLVED** that the Wake County PTA Council Board of Directors hereby expresses its strong support for funding of the WCPSS Board of Education Budget Request of at least \$48 million for the 2018-19 school year.

*Julie von Hagfen, President*







# **HANDLING TRANSITIONS**

**IT'S THAT TIME  
OF YEAR!**

# TRANSITIONS

## TRANSITIONING PERSONNEL

- **Hold transitional meeting prior to the end of the current year.**
- Ask old officers to share information with new officers **BEFORE** summer break.
- Hopefully, you've gotten year-end reports from previous leaders

## TRANSITIONING RESPONSIBILITY

- Officially, the year ends on June 30<sup>th</sup>.
- Financial Review needs to be handled **QUICKLY** after June 30<sup>th</sup>.
- Transitioning of Check Signatories
- Transition all documentation





# AUDITS AND FINANCIAL REVIEWS

## WHEN ARE THEY NEEDED?

1. MONTHLY
2. AT YEAR-END
3. WHENEVER THERE'S A CHANGE IN CHECK SIGNERS ON YOUR ACCOUNT (MAY NEED MORE THAN ONE IN A YEAR), AND
4. WHENEVER ELSE YOUR BOARD REQUESTS SUCH A REVIEW.

# RESOURCES FOR YOU

- NCPTA has a series of Treasurer Webinars that were recorded in September 2014 and are archived at [www.ncpta.org](http://www.ncpta.org) (search for webinars)
- Direct link is here:  
<http://ncpta.org/index.php/events/webinars/past-webinars/>
- Sept 18 – Examining the Financial Review Committee and Your PTA 990



# AUDIT COMMITTEES

- Required by NCPTA Uniform Bylaws
- Comprised of no fewer than 3 members
- Check signers and their family members are not allowed to serve on the Audit Committee
- Audit Committee is responsible for the Audit Report to NCPTA, which has changed format to simply a confirmation that audit is complete.



# AUDIT AND REPORT TO NCPTA

- All units **MUST** have an annual audit/financial review, but are not required to have it performed by a CPA
- Confirmation Due to NCPTA by August 31<sup>st</sup> at the absolute latest
- The questions will include questions about Ethics Statements.
- Confirmation must be entered into the NCPTA database via MemberHub between 7/1 and 8/31



# FILING YOUR FORM 990

- May be done anytime after July 1 up until November 15
- All units are required to file
- If the prior year treasurer does not do so, the current year treasurer must do so
- Please note that NCPTA does require a confirmation of filing to be entered into the NCPTA database by November 15<sup>th</sup> to remain in good standing.
- Penalties for not filing are stiff and may include revocation of 501(c)3 status.





# **SETTING GOALS FOR THE PTA UNIT**



# PTA UNIT GOALS

- When setting goals, consider :
  - Mission of the PTA
  - Purposes of the PTA
- All programs should flow out of your goals
- Communicate those goals!



# PTA UNIT GOALS/PROGRAMS

- Keep in mind that PTA is not organized for fundraising purposes. We are organized to support educational purposes – advocate, provide programming and services
- “Three to One” Rule (IRS Guideline) – we’ll have a slide coming on this topic in a moment
- Come to WCPTA Leadership Conference in late summer/early fall for more ideas about programs to offer
- Check out grants from the United Arts Council of Raleigh for Cultural Arts programming ideas





# **YOUR PTA FINANCES**

**STAYING ON TOP OF  
THINGS IS NOT JUST  
THE WORK OF THE  
TREASURER**

**BOARD MEMBERS HAVE  
FIDUCIARY  
RESPONSIBILITY**

# BUDGETING RESOURCES FOR YOU

- NCPTA has a series of Treasurer Webinars that were recorded in September 2014 and are archived at [www.ncpta.org](http://www.ncpta.org) (search for webinars)
- Direct link is here:  
<http://ncpta.org/index.php/events/webinars/past-webinars/>
- Sept 4 – Roadmap to Successful PTA Budgets



# BUDGET PROCESS

- Consider your programming needs first and build your budget from there.
- Expenses before Income
- Three-to-One Guideline (see next slide for information)
- Budget is generally agreed to by the Board first, but it **must** be adopted by the general membership – usually at the first meeting of the year. Note adoption of budget in general membership minutes.  
*\*\*Important for your Annual Audit*
- Mid-year budget amendments are fine



# BUDGET: THREE TO ONE GUIDELINE

- Fundraising is just a means to an end – that end being the ability of your unit to perform its programs, projects, and advocacy work for the year.
- This exercise will help you document that you are mission-focused rather than fundraising-focused.
- **As a general guideline, consider the total number of programs and projects you will have (including FREE ones) and divide by 3. This should tell you the maximum number of fundraising ventures you should be considering for the year.**
- Recommendation: Document a discussion of this in your Board minutes, including your list of total programs and projects, along with your list of fundraisers.
- ***Your Board must use judgment*** as to what is considered a program or a fundraiser in this analysis.



# OTHER NOTES ABOUT BUDGETS

- Spending outside of the budget or without a budget that has been adopted by your general membership is illegal under your bylaws.
- The funds of the association belong to the association as a whole – not to the board, not to the treasurer, not to the principal, and not to the school.
- The association as a whole decides how funds will be used and how funds will be raised to meet those needs.



# CASH MANAGEMENT

- NCPTA has a series of Treasurer Webinars that were recorded in September 2014 and are archived at [www.ncpta.org](http://www.ncpta.org) (search for webinars)
- Direct link is here:  
<http://ncpta.org/index.php/events/webinars/past-webinars/>
- Sept 11 – Best Practices in PTA Cash Mgmt





# CHECK SIGNING MATTERS

- Should have 3 to 4 check signers on file
- Signers may not be related to each other
- Every check must be signed by 2 people – no exceptions *\*\*Important for Audit*
- Year-round calendar units may want to have one check-signer per track.
- PLEASE – Never sign a blank check.



# CASH AND DEPOSITS

- Do not hold deposits – make them as quickly as possible.
- Always have a minimum of two counters for your deposits and have them document/sign their counts.
- While cash boxes may be necessary for events, petty cash accounts are not to be maintained.
- PTAs do not make payment transactions using cash. Not Ever.
- A blank check that has been signed is the same thing as cash.





# **LEADERSHIP DEVELOPMENT**

**IT'S A YEAR-ROUND  
PROCESS**

# LEADERSHIP DEVELOPMENT

- You don't want to have this job for the rest of your life!
- The whole organization should be focused on developing new leaders.
- Bring potential new leaders to Wake PTA Council events and to NCPTA events.
- There are no “secret” training events. Open to all.
- Leadership Development is a legitimate expense to include in your budget. *\*\*Important for Audit Purposes*



# LEADERSHIP DEVELOPMENT

## Board Membership Requirements

- Must be dues-paying member of the PTA
- WCPTA encourages a requirement in Standing Rules that all Board Members be registered WCPSS volunteers
- Ethics Statements required *\*\*Important for Audit*



# NOMINATING COMMITTEE

- Thoroughly explained in your Uniform Bylaws
- Must have odd number of members (minimum of three)
- Must include 2 Board members and 1 Non-Board member
- President and Principal MAY NOT be members
- Presents a SLATE of officers, but general membership can nominate from the floor and holds election



# NOMINATING COMMITTEE RESOURCES FOR YOU

- NCPTA Webinar on Nominating Committees has some great guidance and tips for success.
- It might make sense to watch this one over the summer instead of waiting until Second Semester!
- Direct link is here:

<http://ncpta.org/index.php/events/webinars/past-webinars/>





# **PTA MEMBERSHIP**

**MEMBERSHIP  
MATTERS**



# MEMBERSHIP

- Membership Drives are not just for the month of school opening.
- Dues should be submitted to NCPTA by the 15<sup>th</sup> of the month every month throughout the year
- NCPTA Membership Database must be updated online (IRS requires National PTA to be able to count the actual number of members and show geographic distribution)
- Do not begin to enter membership data until after July 1
- While in the database, be sure to update officer contact information. If you do this before July 1, will also have to adjust the term of office. If after July 1, it should post to automatically be a 1-year term.



# MEMBERSHIP: RETENTION IS IMPORTANT

- Membership builds and strengthens your advocacy voice, builds your leadership and volunteer base, creates external awareness of PTA and its mission, builds community, & enhances collaboration
- Three steps:
  - Attract members
    - Recognition, perks, welcoming, highlight benefits
  - Engage members
    - Communication, recognition
  - Retain members
    - Membership renewal



# MEMBERSHIP

- Membership at the unit level is by the person: One person, one membership.
- If you offer “family membership,” then each family member should have dues submitted to NCPTA/National PTA on their behalf.
- MemberHub will be offering individual and family membership levels next year



# UNIT MEMBERSHIP IN WAKE COUNTY PTA COUNCIL

- Wake PTA Council is made up of Member Units
- There are no individual members at the Council Level
- Dues for WCPTA are \$50 per unit and will be invoiced in the early fall.
- Membership has lots of benefits, including but not limited to training events such as this one, networking, troubleshooting, Reflections, and certain grant opportunities.
- Two “Full Council” meetings each year: Leadership Conference and Volunteer Recognition (at the Annual Meeting)
- Each PTA unit is expected to participate in Full Council meetings.



# KEEPING YOUR PTA UNIT IN GOOD STANDING

A local unit **must comply** with the following NCPTA requirements in order to maintain its charter and 501(c)3 tax-exempt status:

- Comply with the provisions of the uniform bylaws
- Collect and submit membership dues to the NCPTA by the 15<sup>th</sup> of each month
- Enter local PTA members names and email addresses into the NCPTA membership database
- File an annual form 990 as required by the IRS – deadline: November 15
- Submit online annual financial review – deadline: August 31
- Obtain signatures from each board member reflecting agreement to a board approved code of ethics form and conflicts of interest form.
- Operate in accordance with policies and positions of the National PTA and NCPTA





# **COMMUNICATIONS**

**EARLY AND OFTEN**

# COMMUNICATIONS

- Develop a system of Communications from the very start
- Be sure members know how communications will be handled
- Hard to change directions mid-year
- In year-round schools, planning is even more important to ensure all tracks get information on a timely basis



# COMMUNICATIONS

- Phone message system
- Newsletters and e-newsletters – Remember PRINCIPAL and PTA PRESIDENT should approve every communication. If it goes in the backpack, it is a WCPSS requirement that Principal has a copy on file.
- Websites – whether a part of school website or not
- If using yahoogroups or the like, strongly encourage moderators for all electronic communications
- Twitter and FB becoming very common



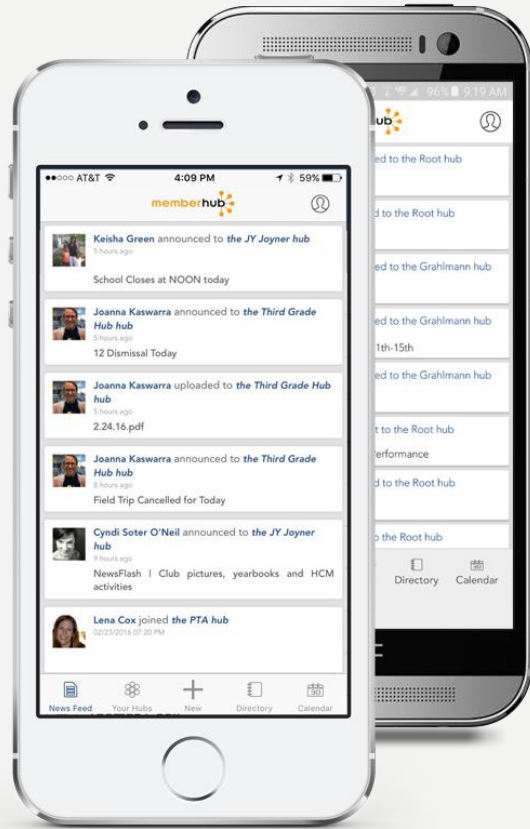


# MEMBER HUB

- New communications system offered to all PTA units in North Carolina
- NCPTA database, membership and good standing requirements (form 990, audit) will be filed via MemberHub starting July 1
- Schools set up hubs: all-school, grade levels, classrooms, PTA board, committees, etc... unlimited number of hubs!
- PTA members vs. non-members: can help you target parents for membership drives
- Can collect dues, other online payments and pass the cost to parents
- Sign up for a free 30 minute tutorial with MemberHub- go to:
- [www.memberhub.com](http://www.memberhub.com)



# MemberHub Will Manage All Your PTA Needs



- HTML newsletters with open rates
- Volunteer signups & groups
- Text message alerts
- Scheduled reminders
- School directory that syncs with NCPTA
- Calendar and social media feeds
- Private photo albums & file-sharing
- Mobile Access - iPhone/Android apps
- Security - SSL security & privacy settings
- Dues collections and payment management
- Embedded NCPTA Social Media Feed for Real-time Advocacy
- NCPTA Admin portal for good standing requirement entries

# MemberHub Features for Officers

- Manage Officers and Contact Information
- Real time PTA membership tracking
  - Automatically registers members through online payment process
  - Simplified manual entry for check payments
- Automatic Dues Payment - Money is automatically routed to NCPTA and your Unit upon electronic payment.
- File End of Financial Review Confirmation
- File Form 990 Confirmation



# Put MemberHub to work for Your PTA!



## Online Signups

Parents can volunteer & sign up quickly using flexible forms.



## Calendar Subscriptions

Push school-wide & class events to your phone & computer.



## Text Messages

Send critical announcements through group text messages.



## Reminders

Schedule automatic reminders via email & text message.



## Newsletters & Email

Send HTML newsletters, track opens, and have group discussions.



## File Storage

Store newsletters or any kind of document & organize with tags.



## Whiteboards

Create online documents & wikis with versions. It's like a blog.



## Photo Albums

Share pictures & albums in a private environment.



## Online School Directory

Provide a private digital school directory & save paper!



## Activity Feeds

Track recent usage & quickly access the latest information.



## Portfolios

Store "stuff" in private portfolios for each child or parent.



## iPhone & Android App

Your school directory & more right in your pocket.



# COMMUNICATING WITH YOUR PRINCIPAL

- **The relationship between the Principal and the PTA will directly affect the work of your PTA unit.** Guard this relationship closely!
- We highly recommend that PTA presidents schedule a one-on-one meeting with their principal to discuss expectations of each other for the coming year.
- Consider using the document “The Principal and the PTA” for this discussion.
- If either side is in a difficult situation communicating (PTA to principal OR Principal to PTA), please contact Wake County PTA Council for assistance. We want to help you have a strong working relationship for the success of both your school and your PTA unit



# COMMUNICATING WITH WAKE COUNTY PTA COUNCIL

- Email: [president@wakepta.org](mailto:president@wakepta.org)
- Website: [www.wakepta.org](http://www.wakepta.org)
- Follow us on Facebook ([www.facebook.com/wakepta](http://www.facebook.com/wakepta)) and Twitter (@wakepta)
- Watch for courier mailings
- MemberHub communications are a lifeline – and NOT just for presidents! (see details next slide)
- Quarterly newsletters



# WAKE COUNTY PTA COUNCIL MEMBER HUB

- Encourage all Board Members to be members of the WCPTA MemberHub
- Join by going to: <https://wakepta.memberhub.com/join/df1hmu>
- All of our communication goes through MemberHub, so its very important to join to stay in the know!



# CONNECTING WITH WCPSS

- WCPSS Twitter Feed is actually fun to follow!
- Consider also following WCPSS on Facebook
- You Tube channel: <https://www.youtube.com/user/WakeCountySchools/>
- Make your parents aware of these ways to connect, as well – especially so that they can be informed about urgent school system matters such as closings and delays, inclement weather schedule changes, etc
- School Messenger changes: parents receive text, emails and phone calls
- School Board Meetings are live streamed on You Tube channel- calendar is on website





# WCPSS FACILITIES

- PTA units in Wake County are eligible to use school facilities in support of PTA events. WCPSS may invoice your PTA unit for personnel time required for PTA events (custodial, child nutrition, etc.). PTA units may not pay staff directly for the time worked at events.
- There is a facilities use form (Community Use form) that must be completed and signed by school and PTA representatives in advance of use of facilities
- Make sure your information is updated with Community Schools office: <http://cs.wcpss.net>
- WCPSS Board of Education **must be listed** as a certificate holder on your unit's insurance policy. A copy of this policy may be required in order to reserve a WCPSS facility.



# WCPSS BOARD ADVISORY COUNCILS

- Each of the Nine Board of Education Members has a Board Advisory Council comprised of members from his/her district.
- Each school has a BAC representative (usually a parent)
- Meetings of the BAC rotate amongst the schools in each district. Your PTA unit may be asked to consider providing hospitality for the BAC meeting if it comes to your school.
- BAC meetings are open to the public and must comply with open meeting laws.
- Calendar of BAC meetings is on WCPSS website





# **VOLUNTEERS**

**WE'RE ALL IN THIS  
TOGETHER**

# VOLUNTEERS

- Various channels for procuring volunteers – newsletter advertisements, e-mail communications, voice messages, MemberHub messages, committee registration tables at school opening events.
- Don't be afraid to recruit at Open House for incoming Kindergarteners, 6<sup>th</sup> graders, and freshmen
- Middle and High Schools should consider supply chain development



# VOLUNTEERS

- Three for Me program or something similar has been useful in many schools
- Elementary Level – use of grade parents to locate workers may be helpful
- All volunteers must register through the WCPSS Volunteer database
- Community volunteers may be helpful



# VOLUNTEER APPRECIATION

- Showing appreciation makes a world of difference! Public thank-yous are important.
- Volunteer Appreciation is a legitimate expense of your unit and may be included in your PTA budget.
- Respect volunteers by honoring their time commitments. If someone signs up to help – by all means contact them!
- Consider participating in WCPTA Night of Stars event





# **YOUR PTA WELLNESS FOOTPRINT**

**THINK ABOUT WHAT YOU'RE  
DOING – NO MATTER WHAT THE  
EVENT/PROGRAM ENTAILS**

# HEALTHY LIFESTYLES

- National PTA's Healthy Lifestyles Campaign has been in place for several years and is a year-long campaign
- There is special emphasis on wellness in the month of November, which has been designated "Healthy Lifestyles Month."
- We encourage you to incorporate school wellness matters into your school's School Improvement Plan goals





# HEALTHY LIFESTYLES PARTNERS

- NCPTA Health and Wellness Team sponsors a “Just ASK” Coalition, which includes Just ASK grant opportunities.
- Wake PTA Council partners with Advocates for Health in Action (“AHA”) for much support in this area, including training events and awards programs. AHA currently has awards in two categories:
  - Brains and Bodies (general school wellness awards)
  - Sneakers and Spokes (focused on walk/bike to or at school programs)
- We encourage you to have Wellness Committees either incorporated into your school as a whole or at a minimum in your PTA unit.





# **EVALUATE YOUR PERFORMANCE**

**FEEDBACK WILL BENEFIT  
YOUR FUTURE PLANS**

# EVALUATION

- Wrap-up/debrief meetings following major events
- Devote a few minutes at Board meetings to talk about +/-
- Small note in newsletter following conclusion of a campaign or event talking about successes, thanking volunteers, asking for feedback
- Consider occasional staff surveys
- Consider occasional parent surveys



# CELEBRATE YOUR SUCCESSSES

- Communication of success is VITAL to continued future success.
- Many parents and community members believe PTA programs are provided by the school system. It's up to you to be a mythbuster and let folks know what your unit has done.
- Toot your horn!
- Apply for awards
- Consider the positive impact on membership



# ONGOING SUPPORT

- Attend training sessions whenever they are offered – even veterans walk away with new ideas
- Attend Wake PTA Council events and network with other PTA leaders throughout the County
- Remember that the Wake PTA Council MemberHub is not an exclusive club for presidents – have your whole board be a part!
- NCPTA office can be contacted at [office@ncpta.org](mailto:office@ncpta.org) or 919-787-0534. Check their website at [www.ncpta.org](http://www.ncpta.org). Office hours are Monday through Thursday, closing from noon until 1pm and then closing at 4pm daily.
- National PTA has some excellent e-newsletters that can help you throughout the year and give great details about what's happening on a national level. Subscribe through their website.



# LEAVING A LEGACY

What's the best thing you can do?

- Keep your unit in good standing
- Cultivate future leaders
- Unrelenting documentation





**THANK YOU**

**CAN WE ANSWER  
QUESTIONS?**