



Basics Principal Quick Reference Guide

Texas PTA and You — Better Together

OUR MISSION

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

- Providing family education programming
- Building school, family and community partnerships
- Strengthening family engagement
- Advocating for all children

FAMILY EDUCATION PROGRAMS

Annually, Texas PTA offers Reflections, Student & Staff Scholarships, and Educator of the Year recognition opportunities.

connect:

Additionally, take advantage of several powerful and relevant out-of-the-box programs offered by Texas PTA at no charge.

Learn more: txpta.org/connect-programs

TRAINED VOLUNTEERS

Well trained leaders make the difference! Texas PTA is proud to offer free online job-specific training for all executive board members, including you!

Learn more: txpta.org/pta-training



Texas PTA also offers a leadership development certification program, Full Circle Leadership, free of charge.

ROLE OF PRINCIPAL AS AN EXECUTIVE BOARD MEMBER

You are an important part of the team! As principal, you are automatically an executive board member and should hold membership. As such, your role is to:

- encourage everyone to join PTA
- register your board position with Texas PTA
- attend all executive board and membership meetings
- take advantage of training and engagement opportunities

In addition to you, the executive board is made up of member-elected and president-appointed positions. All are outlined in your bylaws.

You are a member of a nonprofit executive board and therefore have certain legal responsibilities. Executive board members have three fundamental fiduciary duties: the duty of care, duty of loyalty, and duty of obedience. Executive board members act as trustees of the PTA's assets and must exercise due diligence to oversee that the PTA is well-managed and that its financial situation remains sound. The executive board verifies that all filing requirements and tax obligations are completed.

TRANSPARENT FINANCES



The executive board ensures the PTA's work is mission-driven by creating and approving plans of work that include project scope, related expenses, and projected income. These plans of work become the foundation for the budget.



Membership approves the budget built by the executive board or budget and finance committee. Additionally, financial reports are presented at all regularly scheduled executive board and membership meetings.



The mission of PTA is carried forward by following the plans of work and through parent and community education, advocacy, and family engagement.



At the end of the fiscal year, a financial reconciliation is required, and a report is presented and adopted by the Membership.

FOUNDATION OF SUCCESS

PTA is a 501c3, member-based association that advocates for the best interest of ALL children in many areas. It is self-governing and non-partisan.

Members

Local PTA (Campus)

Council PTA (District) and FSR

Texas PTA

National PTA

STATE ADVOCACY

Texas PTA is proud to continue building upon our long-standing legacy of advocating to make every child's potential a reality within the following pillars: Supporting Student Success, Health and Safety, Meaningful Assessment and Accountability, and Strengthening Public Schools.

Campus and district PTAs are encouraged to participate in Texas PTA's annual advocacy programs.

Learn more: txpta.org/advocacy



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Information Page & Executive Board Contacts

Campus PTA Executive Board Members

| | NAME | PHONE | EMAIL |
|----------------|-------|-------|-------|
| President | _____ | _____ | _____ |
| Vice President | _____ | _____ | _____ |
| Treasurer | _____ | _____ | _____ |
| Secretary | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Council & Field Service Representative (FSR) Contacts

| | NAME | PHONE | EMAIL |
|-------------------|-------|-------|-------|
| Council President | _____ | _____ | _____ |
| FSR | _____ | _____ | _____ |

2023-2024 Meeting Schedule

Executive Board Meeting Dates & Times: _____

Membership Meeting Dates & Times: _____

Important Dates & Deadlines:

10/31/23 Achieve Active Status to participate in Reflections.

11/1/23 Your PTA must be in Good Standing with Texas PTA. Visit txpta.org/standards-of-continuing-affiliation.

SUPPORT

In PTA, you're never alone! Every Local (campus) PTA is supported by a volunteer Field Service Representative, Texas PTA's volunteer Board of Directors, and staff. Many are also supported by Council (district) PTA leaders. Check your PTA status bit.ly/3Jzshdg.

RECOGNITION

Be the envy of the district by earning School of Excellence Designation, membership, advocacy, DEI, and leadership awards. We also recognize our education champions by awarding Superintendent, Principal, Teacher of the Year (Elementary and Secondary) via nominations by PTA members.

SCHOLARSHIPS



Every year, Texas PTA awards \$1,000 to high school seniors and up to \$500 to faculty at any school with a PTA or PTSA on their campus. Learn more: txpta.org/scholarships.



Sponsored by:
RBFCU
rbfcu.org

Each year, Texas PTA encourages PTAs to share the love and nominate educators who truly back the future of their communities.

Learn more: txpta.org/share-the-love.

STAY IN TOUCH



Texas PTA txstatepta txpta.org



[texas_pta](https://www.instagram.com/texas_pta) [texaspta](https://www.youtube.com/texaspta)

For questions about all things PTA, call 1-800-TALK-PTA.