



VOLUNTEERS

Schools and PTAs organize volunteer programs to provide the best learning environments for children. The PTA volunteer chair should be well informed on school policies and the volunteer program, accept the responsibility to coordinate volunteers and display a positive attitude toward parental engagement and the community. It is vital for the volunteer chair to enjoy spending time with lots of people and can see when all essential links are in place connecting the volunteers, students, the community, the school staff, and the administration.

TOP 10 THINGS TO KNOW FOR THIS POSITION

1. What to do FIRST: Complete Key Trainings and the Getting Started Items on the back side of the page.
2. Develop your Plan of Work based on your responsibilities and goals and submit it to the executive board for approval.
3. If your position is best served by having others involved, form a Committee. Recruit a team of volunteers with various ideas, talents, and skills. Hold committee meetings as necessary.
4. Work with administrators, teachers, staff, school family, and community members to ensure a successful volunteer program.
5. Define your school's needs. Meet with the principal and PTA president to get their input on the needs assessment process.
6. Develop an action plan with goals and a timeline for your volunteer program.
7. Recruit volunteers from a variety of places with an array of skills.
8. Host orientation and training for volunteers, teachers, and staff.
9. Ensure volunteers have all the necessary resources to complete their assigned tasks.
10. Recognize volunteers for their contributions throughout the year.

KEY TRAININGS

- FOUNDATIONS: ESSENTIALS:**
An introductory course for new PTA leaders that is required once in their PTA service
- BASICS Boardmanship:**
Required online course for all executive board members.
- BASICS Volunteers:** Required online course for all volunteer chairs.
- BASICS Boardmanship & Volunteers Resource Guides:**
Written guides to provide more in-depth answers to questions about serving in your position and serving on the executive board.

IMPORTANT DATES AND DEADLINES

- **Within 30 days of Election or Appointment:** Complete Essentials and all BASIC trainings.
- **August:**
 - Meet with the principal and president to determine the volunteer needs of the school
 - Begin the volunteer recruitment process
- **September:** Host volunteer program training and volunteer orientations.
- **January:** Reassess the volunteer needs for the school for the second semester to ensure that nothing new needs to be added.
- **Every Month:** Seek to find multiple types of volunteer opportunities to offer to your volunteer pool including those that vary by location, time commitment, and skills and talents.

Questions? Find more resources at txpta.org/volunteers. Contact your Council PTA or Field Service Representative. In addition, you can email vpl@txpta.org or contact the Texas PTA State Office at 1-800-TALK-PTA.

Quick Start Guide

The BASICS materials provide essential training for many PTA positions. This guide is just the beginning!

ABOUT PTA

The mission of PTA is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

What this means: We engage, empower, and advocate to achieve our vision—every child's potential is a reality. Our mission statement guides us and should drive any significant decision. The funds we raise are used to support our mission.

WHAT IS PTA?

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. PTA advocates for or against issues but does not endorse any candidate or political party.

What this means: 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.

OUR PURPOSE

- Welcoming families into the school community
- Communicating effectively
- Supporting student success
- Speaking up for every child
- Sharing power
- Collaborating with communities

PTA STRUCTURE

Members
 Local PTA (campus level)
 Council PTA (district or community)
 Texas PTA
 National PTA

FINANCE

The Life Cycle of A Budget

- Elected/appointed executive board members create plans of work which include a budget detailing project-related expenses.
- PTA happens, and expenses occur.
- The executive board approves the plans of work and the membership votes to adopt the budget plan. Financial reports are presented at each regular executive board and membership meeting. Financial reconciliation happens at the end of the year, and the membership receives the report at the first meeting of the next school year.

TRAINING

Scan the code or visit txpta.org/training to learn more.



GETTING STARTED

As a leader in PTA, there are a few things you need to do to start the year.

ONE	TWO	THREE	FOUR
First, join your local PTA! All executive board members must be PTA members.	Next, register with Texas PTA at txpta.org/register-as-a-board-member .	Your local PTA secretary asks all executive board members to sign a Confidentiality, Ethics, and Conflict of Interest Agreement.	Your local PTA president asks all executive board members to create a Plan of Work which begins the annual budget process.

