



# BASICS PRINCIPALS QUICK REFERENCE GUIDE

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

## 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

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 or Independent)**

**Texas PTA**

**National PTA**

## WORK OF THE BOARD & THE PRINCIPAL'S ROLE

The membership elects the officers of the board including a president, VP, treasurer and secretary. A parliamentarian is appointed by the president. You, the principal, are automatically a member of the board. Plan to attend both the Executive Board meetings and membership meetings. Guidelines about all of this lives in the bylaws and standing rules.

Plans of work, developed and approved by each board member, ensure that all board members are in agreement with the scope of work for each position. From the plan of work, a budget is developed and approved by the membership.

## FINANCE

### The Life Cycle of A Budget



Elected/appointed Executive Board members create plans of work which include a budget detailing project-related expenses.



The Executive Board approves the plan of work and the membership votes to approve the budget plan. They also approve financial reports at each meeting of the membership.



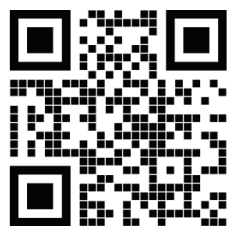
PTA happens and expenses occur.



At the end of the year, financial reconciliation happens and the membership approves the report.

## TRAINING

PTA Executive Board members (including you) must take training. Go to [txpta.org/training](http://txpta.org/training) to learn more.



LAUNCH is Texas PTAs premiere training event. Learn more at [txpta.org/launch](http://txpta.org/launch).

**STAY IN TOUCH**



Texas PTA



[txstatepta](https://twitter.com/txstatepta)



[www.txpta.org](http://www.txpta.org)



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**SCHOOL:** \_\_\_\_\_  
**PTA NAME:** \_\_\_\_\_  
**PTA ID:** \_\_\_\_\_

## Executive Board Contacts

POSITION	NAME	PHONE	EMAIL
President	_____	_____	_____
Secretary	_____	_____	_____
Treasurer	_____	_____	_____
Membership	_____	_____	_____
Parliamentarian	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Council/Field Service Contacts

POSITION	NAME	PHONE	EMAIL
President	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



Each year, all PTAs in Texas are asked to accomplish certain goals set forth by our State President, aptly named the President's Challenge. These goals help our PTAs, their schools, and our association. This year, principals are playing a big part in the 2020-2021 President's Challenge. To help your PTA succeed, please take time to meet with them to set common goals. Working as a team will not only set a great example for all volunteers serving your community, it will help fast track real results for your school.