

September Presidents' Checklist

- o Hold your first PTA Meeting! Make it fun! (Check out Rochester Community PTA Council Facebook page to share ideas as to how to increase meeting attendance).
 - o Be sure to let your membership know that the Rochester Community PTA Council unanimously voted to support the RCS School Bond Proposal going to the polls on November 3rd, 2015
- o Vote to approve this year's proposed budget if you haven't already.
- o Plan to attend Legislative Meeting Friday October 2nd, 9:30am, Parker Room. If you can't make it, be sure to have representation from your PTA and communicate information to your membership.
- o Adopt and file last year's budget, and audit of the Treasurer's books (done over the summer, hopefully!)
- o Send copies of 2014-15 Audit, 2015-16 Budget and 990 to Michigan PTSA
- o Send Audit, Budget and bylaws (if changed last year) to Council Treasurer, Tracy Gruber at tgrub901@gmail.com
- o Pay Council Dues.
- o Pay AIM Insurance.
- o Review your Bylaws - they need to be updated every 3 years. (Any amendments need to be announced, then stand for 30 days before a vote can be taken.)
- o Review your Standing Rules and update if necessary (they can be amended and voted on all at the same meeting – requires a 2/3 vote to amend).
- o Plan to attend a Board of Education Meeting (Monday October 12th, 7pm Harrison Room) Try to recruit a few others from your PTA or school to attend with you.
- o Fill any vacant Chair positions, remember to ask/invite people to step up.
- o Consider putting together a Nominating Committee now to observe and suggest future officers.
- o Suggest mentoring for those committees where someone has chaired for more than 2 years. Eventually they will move on, and you don't want to have to recreate!
- o Check in often with your Membership Chair to see how the drive is going. Brainstorm ways to increase membership.
- o Ensure the PTA Council Directory is updated for your school at You should have received an invite via email with a link. If not, contact Nancy Benedettini @ nancybenedettini@gmail.com to have the link sent to you.
- o Contact your PTA Council President if you have any questions! Samantha Phillips – samantha99@comcast.net or at 248-885-4969.