

January 2016 Checklist for Presidents

- Plan to attend the 98th Annual **Michigan PTA Convention** – April 15th - 16th, 2016 Lansing Community College, Lansing, MI
- **Founders Day Deadlines – January 29th** – 50 word Founders Day honoree write-ups are due . (Save to Google Docs Founders Day folder)
- Attend **Legislative Committee Meeting** February 5th in the Parker Room.
- Attend **Board of Education** meeting, February 8th in the Harrison Room.
- Consider filling the VP of Membership Council Board Position, or help spread the word.
- Contact a Council Board Member if you have any questions!
- Distribute information received at the Council meeting to members.
- **Organize your Nominating Committee.** Have your principal and teacher reps involved. Host a coffee and invite prospective officers to learn more about the positions.
- Make sure your **membership** is being **sent** to the state office by the **28th of every month.**
- **Has 100% of your staff joined your PTA?** Give them a membership form this month along with note thanking them for all they do!
- **Apply for Michigan State Awards.** Go to www.michiganpta.org and choose awards from the left side. (Submission Deadline February 28th, 2016)