

February Checklist for Presidents

- Apply for **Michigan PTA Award by February 28th**. Applications are on their website – michiganpta.org.
- Green School Applications are due March 1st to Oakland Schools.
 - <http://www.oakland.k12.mi.us/Departments/CapitalBuildingProjectsandFacilityOperation/MichiganGreenSchools/tabid/2638/Default.aspx>
- **Register for State Convention** – April 15 - 16th in Lansing. Training is a legitimate PTA expense - Your units should cover your costs to attend.
- Spread the word about the SECOND Annual STEAM Career Exploration Fair (March 5th, 10am – noon at RHS). Help recruit presenters. Contact Michelle Bueltel for more information @ bueltel.michelle@gmail.com
- **Support your nominating committee.** Ask people directly to come on board and join the team. Explain to prospective leaders why you became an officer and what you've learned from the experience. Look for new faces. Ask your principal, teacher reps, and other staff members who they think would be great PTA leaders. Check your bylaws for term limits, what month to present slate, etc. (*most units' slates should be presented in April and voted on in May.*)
- **Consider becoming a Council officer or committee chair for next year.** There are many opportunities for you to become involved at the next level.
- **Invite a prospective board member to the next Council meeting – March 17th** at Meadow Brook Elementary. It is helpful for them to learn about the Council and how we will support them next year.
- **Discuss and prepare next years Budget with your board** for presentation (and discussion) with your membership in April.
- Attend the **Legislative Meeting** on **March 4th 9:30am** in the Parker Room
- Attend a **School Board** meeting on **March 7th 7pm** in the Harrison Rm
- Attend the District **Reflections Awards Program** on **March 15th** at SCHS.
- Distribute information received at the Council meeting to members – this information should be part of your **President's Report** every month.
- Contact your Council Board if you have any questions.