

May Checklist for Presidents

- Thank all your volunteers for their efforts this year.
- Send List of Officers and \$40 Membership Dues to State PTSA by June 1st (Unit dues remittance form which was e-mailed out and is on the Michigan PTA website.)
- Continue to work on filling open Committee Chair positions and update Council Committee Directory.
- Vote on next year's budget, this year. Budget in training costs so that officers can attend the Michigan PTA Convention - RCS PTA presence is very important here to ensure our voices are heard.
- May is usually the month to vote on your slate of officers. Be sure to do this at your next PTA meeting.
- Update the PTA Council Directory with the names, emails and phone numbers of your new Board Members and Committee Chairs
- Encourage your Officers and Chairpersons to attend the **Rochester PTA Council Leadership Day** on Thursday, September 8th, 2016
- Schedule a transition meeting with your old and new executive board.
- Schedule Audit to be done after fiscal year ends, usually June 30th. Send Copy of audit to Council and State.
- Complete your 990 tax requirements this summer and send to the IRS
- Pay the AIM Insurance bill this summer when it is received.
- Contact your Council Board Rep if you have any questions!
- Have a fabulous summer!! You have all earned it!