

Arlington Heights Council of PTAs Procedure Guide
Revision: May 2018

The following guidelines have been compiled to assist each board member to understand the complete scope of responsibilities specific to the individual chairmanships of the AHC of PTAs.

- I. General Direction for All Board Members
 - A. The first responsibility of every board member is to support and participate in the total PTA program, become familiar with the Purposes and Policies of the National PTA, Illinois PTA and the Arlington Heights Council of PTAs bylaws and be guided by the reference material related to the specific committees.
 - B. All Council board members (Officers and Chairpersons) must sign an Ethical Conduct Agreement by August 30th of each year.
 - C. All Council chairpersons should meet with their unit counterparts during the year and serve as facilitator between the schools to improve overall communication.
 - D. Each chairperson (excluding Presidents and President's Rep.) should make and maintain a procedure book to be used by his or her successor. The procedure book should contain the Council directory, plans of work, end of the year reports, and any other materials pertinent to the chairmanship for the past 5 years (except legislation). It should also include a current copy of the Procedure Guide, Council Bylaws and current Illinois PTA tax exempt letter. This can be a digital format (i.e. shared google drive) or a binder.
 - E. Each chairperson (except Secretary and Treasurer) shall present an outline (a digital copy for the President(s) and a copy to file in your binders) called a Plan of Work, of the proposed work of the committee programs for the ensuing year for approval at the September board meeting. Progress shall be reported at board meetings.
 - F. Each officer and chairperson shall organize and conduct a workshop or hold a meeting for their unit counterparts as necessary. The teacher rep and those who do not have counterparts on unit boards may be asked to lead a workshop or fill in where needed.
 - G. Each chairperson is responsible for filling out the committee organization where applicable. The President(s) should be informed of any committee meetings, as an ex-officio member of each committee except the nominating committee.
 - H. Expenditures in connection with the board-approved projects and covered by budget are reimbursed by the Treasurer only upon receipt of an itemized bill. Expenses not covered by the budget MUST be approved by the board before payment can be made. Use the IPTA tax-exempt number for all expenditures.
 - I. Hard copy flyers, electronic flyers, any copy for all publicity, etc. must display the PTA logo (with or without the tag-line) and be approved by the President of record. The President of Record and their delegate must be cc'd on all digital email communication to and from Council committee chairpersons to Unit

- chairpersons. A copy or summary of all communications to unit chairpersons should be given to Council and respective unit presidents, if it's not digital.
- J. Digital Communication from Committee Chairpersons must be approved by the President of Record or their delegate before being posted or sent. Attention must be paid to appropriate tone and language.
 - K. Social Media postings must be approved by the President of Record or their delegate before being posted or scheduled to post. Attention must be paid to appropriate tone and language.
 - L. All board members are expected to attend all board meetings, general Council meetings and special board meetings called by the Executive Committee. If absence is necessary, the President or secretary MUST be notified and sent a written report with enough advance notice for it to be read by a substitute.
 - M. Attend any PTA workshops pertinent to chair.
 - N. An End of The Year Report is due (except form the Secretary and Treasurer) no later than the May Council meeting. One copy is for the President(s) and Budget Committee and the other copy is for your records.
 - O. All board members must have completed the Illinois PTA Road to Success course within 6 months of taking office and should have also completed the PTA information courses relevant to their position and are strongly urged to take the Council course when offered.
 - P. All Council board members must complete inclusivity training approved by the Northwest Cook Region Director, annually, by August 30th.
 - Q. If retiring, arrange with the successor as soon as possible to explain the job and pass on the procedure book and computer files that are necessary and useful to the position on either a memory stick or other portable device. Files can include: flyers, posters, programs, and relevant notes.

II. Officers

- A. President (see Bylaws, Article IX, Section 1), shall:
 - 1. Coordinate work of the officers and the committees in pursuit of the objectives of this Council, the Illinois PTA, and the National PTA.
 - 2. Communicate to the board all pertinent information originated by the National PTA, the Illinois PTA, the Northwest Cook Regional Director, the District Director, and the Office of the Superintendent of School District 25.
 - 3. Cooperate with the Office of the Superintendent of School District 25.
 - 4. Meet with the Superintendent of School District 25 at least twice a year or as needed.
 - 5. Meet with other officers in the early spring to discuss possible candidates for Council chairmanships for the next year. Unit presidents may also be consulted.

6. Meet with other officers in early spring to discuss meeting dates and times for presidents, Council general and Council board: the PTA Information courses, and programs and forward information to Secretary.
 7. In the spring, contact the district facilities department receptionist with all school building dates and times, including board meetings. If changes in date and time occur, inform the receptionist of appropriate changes and school building facility accommodations requests.
 8. Organize and conduct monthly meetings for all unit presidents in District 25, plus promote a Region Training for president's workshop for current and incoming presidents no later than mid-May, along with a joint presidents meeting in May.
 9. Actively participate in Illinois PTA Convention including attending workshops and participating in legislative proceedings.
 10. Forward any information to the newsletter/webmaster chairperson that is to be included in the general newsletter/websites to all the schools.
 11. Report at School District 25 school board meetings and inform the board of PTA activities, viewpoints, etc.
 12. Represent Arlington Heights Council of PTAs at District 37 board and Northwest Cook Region meetings and functions.
 13. Coordinate unit presidents/treasurers workshop in the fall with Council treasurer.
 14. Every three years, serve as host Council for District 37 events, i.e. Annual Dinner, Reflections Reception, etc. Enlist assistance of the Executive Committee as needed.
 15. Hold Council Executive Committee meetings at least four times a year (or as needed).
 16. The President is the only officer who may sign contracts.
 17. The President is a signatory on the Council Bank Account.
 18. Promote Region Nominating committee workshop in December/January for all local unit nominating committee members as well as a representative from Council's nominating committee or make appropriate arrangements for their attendance at the PTA nominating committee workshop offered by Northwest Cook Region or District 37.
 19. Serve on the State Scholarship Committee for selection of High School Senior applicants.
 20. Post and approve AHC PTA social media.
 21. Attend Unit PTA meetings as requested.
- B. President-Elect (see Bylaws, Article IX, Section 2), shall:
1. Serve as an aide to the President.
 2. Assist in all activities listed in president's description, with the exception of signing contracts and checks.
- C. First Vice President of Programming and Operations (see Bylaws, Article IX, Section 2), shall:

1. Develop and plan programs for the coming year in consultation with the Executive Board, as needed.
 - a) Submit approved dates to the calendar planning committee.
 - b) Be responsible for making necessary arrangements with speakers, introducing programs at general meetings, paying the speaker if a fee is involved, and sending thank you notes as appropriate, coordinating building usage, approving committee email or social media blasts.
 - c) First VP is responsible for distributing information concerning programs to all appropriate District 25 staff and unit presidents for promotion and inclusion in electronic communication. They in turn will be responsible for publicizing said information to their respective schools.
 - d) The following Council committees report to the First VP: A.C.E. it 25, Arts Ed, Calendar, Membership, Reflections, and Scholarship Project Coordinator
- D. Second Vice President of Policies and Procedures (see Bylaws, Article IX, Section 2), shall:
 1. Attend “Train the Trainer” course when offered.
 2. Organize and conduct PTA informational courses and PTA advance courses as needed.
 - a) Maintain master list of PTA course attendees.
 - b) Send list of attendees to District Director after the completion of each training course, if necessary when training is hosted in AHC.
 3. Plan and coordinate Council workshops in cooperation with the Council President(s).
 4. Assist with updates to either the Council Procedure Guide or the Council By-Laws, as appropriate (updates for each occur alternately biennial).
 5. The following Council committees report to the Second VP: Juvenile Protection & Safety, Legislation, Publicity, Scholarship, Special Committees, and the Teacher Rep.
 6. Ensure all Board Members have completed the Region Approved Inclusivity training and have signed the Ethical Conduct Agreement form by 8/30 each year.
- E. Secretary (see Bylaws, Article IX, Section 3), shall:
 1. Keep the attendance records and minutes at all board meetings and general meetings.
 2. Prepare the annual Council directory for distribution at the August or September Council meeting. (incoming secretary)
 - a. Gather board lists from new unit presidents (May/June)
 - b. Gather all other pertinent necessary data needed to complete the digital directory. Update as necessary throughout the year.

- c. Distribution shall be electronic and stored in the AHC google drive. A hard copy can be printed when requested.
 - d. Distribution is as follows: All Council board members, all principals, all PTA presidents, all Council Reps, all central office administrators, Superintendent, Superintendent's secretary, all Board of Education members, Receptionist in administration, and appropriate District 37 members and Northwest Cook Region members (as per request of Council President(s)).
 - e. Maintain the AHC Board and Committee Chair list throughout the year.
 - 3. Conduct the official correspondence of the Council
 - a. All appropriate correspondence as needed including District 37 responsibilities during the Council's host year.
- F. Treasurer (see Bylaws, Article IX, Section 4), shall:
 - 1. Chair the budget committee (see Procedure Guide, Section IV, Article
 - 2. Prepare a mid-year budget review for the January Council board meeting.
 - 3. At the January meeting, submit a report of the Scholarship Fund. There will be a minimum of four scholarships awarded at a value no less than \$500 per Achievement and Power of Courage award and no less than \$100 for the K-7th grade scholarships, according to the amount of money budgeted for the Scholarship Fund as of March 1st. Report amount of money available for scholarship to the scholarship chair no later than March 1st.
 - 4. Mail scholarship checks to the scholarship recipients in early August.
 - 5. Notify Council scholarship chairperson immediately when any donation (exception budgeted unit pledges) is made to the Arlington Heights Council Scholarship Fund, which exceeds \$500.
 - 6. Prepare information for presidents/treasurers workshop in the fall.
 - 7. Prepare account information for an accounts audit in July.

III. Standing Committees

- A. ABC/25 Foundation Representative
 - 1. Serve as liaison to the ABC/25 Foundation on behalf of Council.
 - 2. To report ABC/25 activity to Council at monthly meetings.
- B. Calendar Chairperson
 - 1. Is responsible for obtaining information that uniformly affects each District 25 school and will provide a working digital copy of the upcoming school year calendar that will include:
 - a. PTA Council events, times, locations
 - b. Supplying/updating the Information Page of the calendar containing names of School Board Trustees, District 25 school principals, national / local PTA officers, PTA objects, etc.
 - c. Dates District 25 is not in session (holidays, school improvement days, winter and spring break, tentative snow days, etc.)

- d. Community events (election days, holiday lighting, Autumn Harvest)
- e. D37 and IL PTA events, times, locations

C. Arts Ed Chairperson

- 1. Bring unit chairpersons (Art Club, Art Appreciation, Cultural Arts) together three or four times a year to exchange ideas.
- 2. Encourage chairpersons to collaborate to “block-book” unit programs whenever possible for Cultural Arts assemblies.
- 3. Serve as a resource person for unit chairpersons as to the different programs available.
- 4. Serve on committees outside of the district which will bring in ideas and recognition to our district.
- 5. Maintain a “Master List” of recommended vendors, assembly ideas, art ideas, and work with Reflections Rep to coordinate cross-committee promotion of the National PTA Reflections program.

D. A.C.E. it 25 (All Children Excel) –Inclusion & Awareness for children with special needs

- 1. Report Special Needs information to Council.
- 2. Attend pertinent local meetings and workshops regarding special needs and encourage ACE it 25 unit chairpersons to do the same.
- 3. Inform ACE it 25 unit chairpersons of workshops, new publications, and legislation concerning special needs.
- 4. Encourage all chairpersons to publicize special needs meetings, seminars, legislation, etc. for parents and teachers via their newsletters or websites.
- 5. Plan district-wide events and programs for families of children with special needs.
- 6. Create and maintain policies and procedures for PTA Units for best practices to use at their school.
- 7. Assist in the creation and coordination of support services when appropriate for children with special needs while attending PTA events.

E. Juvenile Protection/Safety Chairperson

- 1. Cooperate with the Parent Information and chairpersons regarding pertinent information involving the welfare of children and youth. Example: Drug and alcohol awareness.
- 2. Attend available seminars sponsored by PTA or local community concerning Juvenile Protection (i.e. gangs, violence, drug and alcohol awareness, vaping, social media, energy drinks, choking games, etc.).
- 3. Protect children by providing a safe environment through education and training.
- 4. Keep a file of pertinent information regarding a variety of safety concerns so that unit chairpersons have a resource. This information should address the following concerns:

- a. Bike safety
 - b. Fire safety
 - c. Traffic safety
 - d. Playground safety
 - e. School bus safety
 - f. Seat belt safety
 - g. School safety patrols
 - h. Safety in the home
 - i. Life skill safety
 - j. Fireworks safety
 - k. Rollerblade, skateboard, scooter safety
 - l. Internet safety
5. Encourage unit chairpersons to promote legislation for improved safety Measures.
 6. Coordinate traffic planning for student drop off and pick up at local units.
 7. Work with District 25 Administration concerning safety issues at local Units.

F. Legislation Chairperson

1. Motivate Council and local units to take action when necessary.
2. Communicate to PTA serious state-wide concerns by helping write resolutions for Illinois PTA Convention.
3. Lobby – by visiting, writing and calling legislators.
4. Maintain open communication for local unit chairpersons and Council teacher representative to share information and ideas on a continuing basis.
5. Provide assistance to local unit chairpersons in the form of programs, workshops, legislator coffees, etc.
6. Attend and encourage local units to attend the Illinois PTA Convention, Legislation Advocates Conference, and participating in Legislation Day as actively as possible.
7. Use sources for accomplishing the above as listed below:
 - a. Information packets from State Legislation chairperson
 - b. What's Happening in Washington (Federal Legislation)
 - c. Illinois PTA Bulletin
 - d. PTA Today (magazine)
 - e. Mailing lists of local legislators
 - f. The Legislature and the School (Legislative bulletin of the Illinois State Board of Educators)
 - g. Newspapers
8. Maintain all previous and current years' information.
9. Coordinate a Candidates Forum for the community before District 25 School Board elections to create public awareness of issues and Candidates.

10. Serve as our Council member to Member Network Delegate for Illinois PTA and respond as necessary to Illinois and National PTA Alerts.

G. Membership

1. Coordinate membership workshops as needed for all Units. This is to educate and answer questions pertaining to the committee responsibilities for the coming year.
2. Promote attendance at the Region Membership trainings.
3. Collaborate with District 25 staff and Council President(s) to coordinate PTA membership through the school registration process.
4. Sort registration files by school and distribute it to the Membership Chairpersons and local unit Treasurers. Periodically, from June through October, send registration files to local units. (This may be completed by District 25 Staff for 2018-19 school year.
5. Serve as liaison with Revtrak. Send Membership Chairpersons and local unit Treasurers the PTA membership information that comes through Revtrak.
6. At the general membership meeting in the winter, explain necessary forms and deadlines for the coming year.
7. When they become available, explain the on-line system technological capabilities and functionality for the current school year and/or upcoming school year after as requested by the President(s).
8. Contact all administration, staff personnel, and School Board members to encourage PTA membership and support as requested by the President(s).
9. Distribute district membership data reports in the fall and spring as prepared and provided by the PTA District 37 or Northwest Cook Region. Copies are given to each unit chairperson and Council President(s).
10. Serve as liaison between local units and PTA District 37, the Illinois PTA, and the National PTA.
11. Communicate Membership needs and reports to AHC and be knowledgeable of Memberhub for reporting purposes.

H. Newsletter Chairperson

1. Organize the unit newsletter distribution list no later than the August Presidents Meeting. Newsletters should be sent to the Superintendent, Council President(s), District 37 Director, Northwest Cook Regional Director and their Newsletter chairperson.
2. Offer tips to the editors on monthly newsletter including those received from the Council President and the Illinois PTA.
3. Provide the unit newsletter chairpersons with information and entry forms for the Illinois PTA Newsletter Recognition Award and encourage participation.

I. Publicity Chairperson

1. Be familiar with all Council chairpersons as to better publicize their activities.
2. Publicize Council programs, events and activities by preparing flyers, electronic flyers, and other copy for publicity that is not being prepared by the appropriate Chairpersons for the Council programs, events, and activities.
3. In the late summer, contact the education reporter and the neighborhood editor from the area newspapers and introduce yourself.
4. Submit articles to the Herald, Arlington Post, and Tribune
 - a) Check with Council President and appropriate Council chairperson after writing a release for accuracy.
 - b) Submit a copy of the release at least two weeks before it is due to appear. Deliver the release personally or email it. Have the reporter's name on the envelope or have the email addressed to him/her.
 - c) Keep a copy of the published article and file it with the release you submitted. Also, send a digital copy to the Council President (s), appropriate Council chairperson, and to the District 25 Communications Coordinator.
5. Keep in contact with unit publicity chairpersons to find out how they are doing throughout the year and to answer any questions they may have.
6. Obtain copies of the village sign board form and distribute them to unit chairpersons advising them to use it and get it to the appropriate Village office months in advance, if possible.
7. Work with Scholarship Project chairperson to coordinate all publicity for that project's activities.

J. Reflections Chairperson

1. Provide information to each unit chairperson about the program, including the dates and deadlines set for all the units in Council, as well as dates for Council judging.
2. Provide a fall workshop about Reflections if needed. Promote Region training so that the Unit Chairpeople are up to speed.
3. Prepare article for the units to be printed in their newsletters/websites prior to when the program will take place.
4. Each unit is entitled to submit a total number of entries to the Council level based on membership numbers under dance choreography, film production, literature, music composition, visual arts, and photography.
5. Arrange for a minimum of 3 judges to judge in the six areas and provide them with a copy of the National PTA District 37 Reflections guides, the number of entries entitled to be judged at that level.
6. Deliver, in accordance with PTA District 37 Reflections guides, the number of entries to be judged at that level within the strict timeline set by

the Region. Also, Unit chair is to double check the paperwork for completeness and that the packaging is correct.

7. Prepare and distribute certificates for each child who enters the Unit Reflections Program, as well as Council awards, i.e. ribbons, etc.
8. Prepare a list for each unit of the names of the Council winners.
9. Inform the Arlington Heights Council of entries who become district winners, state winners, and national winners.
10. Collaborate with Arts Ed Chair to cross-promote the Arts.

K. Scholarship Chairperson

1. Coordinate the Council Scholarship Program
 - a. Select the date for Selection Committee/Reading Day meeting and inform the Council Calendar Chairperson(s). Contact District 25 Administration Office and reserve the date if hosting an in-person scoring day. Applications will be distributed to the designated readers of the Selection Committee prior to the Scoring Day with ample time for preview reading and scoring. All digital scoring will be due back according to the date selected.
 - b. Confirm date with location of breakfast (D25 building or venue)
 - c. Two weeks before the Scoring Day, contact the Administration Office about set up and luncheon/breakfast arrangements. Confirm videography of event- if desired.
 - d. Arrange to have scholarship applications prepared and delivered in December or by early January to COLLEGE Counselors in District 214 High Schools. Each year review and update all information sent to the College Counselors. Check the names of the College Counselors and Principals at District 214 High Schools. Follow up with phone calls to counselors to confirm receipt and that there are no questions.
 - e. Compose articles for distribution to unit Scholarship Chairpersons concerning the program and its deadlines. These articles should appear in unit newsletters (Nov/Dec through Jan/Feb).
 - f. Supply the publicity chairperson with information for news releases about the program and its deadlines. Assist the Publicity chairperson in preparing the news release about the program's winners.
 - g. Remind unit Scholarship Chairperson of Selection Committee/Reading Day meeting and who will represent each unit on the committee. Unit Scholarship Chairpersons alternate each year with administrators from each school. It is imperative that each unit be represented and that they are fully aware that all of the applications must be read and scored on Scoring Day, after having been previewed, read and scored during after home/school delivery of applications.

- h. Use the following procedure to prepare student applications for the Selection Committee to review:
 - i. number and enter the applications into the digital Scholarship Ledger, showing name, address, and phone number of applicant.
 - ii. Verify and note in the ledger if all required information has been received.
 - iii. Since the program is based on anonymity, it is necessary to eliminate any reference to the student's name, within the transcript, reference or student's profile. The top page of the application is removed and is not seen by the Selection Committee.
 - i. Selection Committee members are informed of how to tally the score of the applications and prepare the sheets. When all of the applications have been read by the committee, the tally sheets are totaled and winners are determined. The Council Scholarship chairperson(s) performs the final tally of the applications.
 - j. Once the applications have been read and scored, it is the tally committee's decision to determine the appropriate number and monetary amount of the scholarships to award within the available funds budgeted for that year. The winners will be notified by phone. Confirm the conversation with a letter in writing letting them know of event information, invitation, invitation to parents and rsvp deadline.
 - k. Each year, check if the council intends to fund each of the Winners and their "special" District 25 teacher or staff member to the event as our guest.
 - l. The winners will prepare a short speech for the event.
 - m. Present scholarship winners at the April event. Their names will also be announced at a District 25 School Board Meeting.
 - n. Check with Council President if you need to provide programs and/or decorations. Flowers for outgoing Council Exec Committee members and for tables, and cookies for scholarship winners should be ordered and provided at the luncheon/breakfast.
2. Every two years the Scholarship chairperson should convene a meeting of unit scholarship chairpersons and Council President to review the program. Recommendations are passed on to the units. Final recommendations should be voted upon at the November meeting.
- L. Scholarship Project Coordinator
- 1. Coordinate the chosen scholarship fund raising project(s) for the school year.
 - 2. Set a fundraising goal and report back to the Council on reaching it.
 - 3. Act as liaison between the Council and each unit to ensure an adequate number of volunteers are recruited.

4. Confirm that all proceeds will benefit the Council PTA Scholarship Fund.
5. Work closely with Publicity and Scholarship chairpersons to promote the fund raising project(s).

M. Teacher Representative (Rotating Principal)

1. Communicate Council business to the unit teacher representatives as necessary, sending copies of same to Council and unit presidents.
2. Work with Council legislation chairman, as necessary.
3. To act as a liaison between the Arlington Teacher's Association and the PTA Council Board (attend monthly ATA meetings).

IV. Special Committees

A. Budget Committee

- a. Chaired by the incoming Treasurer and shall include other incoming officers and the immediate past President and Treasurer.
- b. Prepare a proposed budget and present it at the September general meeting.

B. Nominating Committee

- a. Committee shall elect its own chairman.
- b. Should meet as early as possible in January
- c. The chairman will obtain Guidelines for Nominating Committees from the President(s) and give a copy to each member for the nomination committee before the meeting.
- d. Bylaws and Procedure Guide should be available at the meeting for officer's job descriptions.
- e. It is recommended that the persons eligible for the office of President shall be limited to those persons who have served at least one full term as a president of a unit and/or as a member of the Council Executive Board.
- f. It is recommended that the Council nominating committee convene prior to the unit nominating committee meetings.

C. Reviewing Committee

a. Excess Funds

- a) After all bills have been paid, the money remaining in the checking account, after the deduction of the \$300 carryover and at least \$450 Convention Fund account for the next year and after other carryovers as appropriate, shall be considered Excess Funds.
- b) The Excess Funds have traditionally been deposited in the Arlington Heights Council of PTAs Scholarship Fund account.
- c) In the event of Excess Funds, a motion shall be forthcoming from the floor concerning its disposition at the May general Council meeting.

b. Installation of Officers

- a) Officers for the ensuing year are installed with the outgoing President arranging the ceremony, including the invitation to the installing officer.

c. Illinois PTA Convention

- a) The number of Arlington Heights Council of PTAs delegates to the Illinois PTA is set annually by the Illinois PTA – currently two.
- b) The current President(s) and Legislation chairman are preferred as delegates to the Illinois PTA Convention. However, any council board member may serve as a delegate.
- c) Council board members are encouraged to attend Convention at the expense of their individual units, due to council's limited funds and delegate cards.

D. Audit Committee

1. Form a committee consisting of 3 executive board members to review the accounts, plus 1 alternate. Anyone authorized to sign checks may not audit the treasurer's records.
2. Agree on a date to meet to review the accounts.
3. Make arrangements to receive the account paperwork.
4. Upon completion, complete audit form appropriately and return account paperwork to treasurer (incoming treasurer).
5. In the September meeting, the audit report needs to be presented at the general meeting.

V. Suggested Agenda for Board and General Meetings

1. Call to order
2. Secretary's Report (Minutes)
3. Treasurer's Report
4. Correspondence
5. Executive Committee Reports
 - a. President(s)
 - b. Superintendent
6. Standing Committee Reports
 - a. School reports
7. Unfinished Business
8. New Business
9. Announcements/Dates to Remember
10. Adjournment

VI. Additional Suggestions for Unit PTAs

1. Add a disclaimer on the bottom of your emails such as: CONFIDENTIALITY NOTICE: This email message is intended only for the person to whom it is addressed and may contain confidential and/or privileged material. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message. If you are the intended recipient but do not wish to receive communications through this medium, please so advise the sender immediately.
2. Make sure communication channels and procedures are being utilized properly.

3. If PTA subcommittee's have created PTA email accounts (like a gmail or ymail account) there needs to be management of those accounts and passwords by somebody on the executive committee. The same goes for Facebook or Twitter accounts. There must be more than one admin and a process for approving comments and posts. If a subcommittee makes their own social media accounts, the President(s) also need to have admin access on those accounts.
4. If a PTA member, committee chair, or officer has a concern be an attentive listener and try to help solve the problem, within reason given any scenario, loop in the school principal and the executive committee. If the problem cannot be resolved, follow this protocol:
 - a. Communicate with AHC President(s)
 - b. AHC communicates with District Director
 - c. District Director communicates with Region Director
 - d. Region Director communicates with State Representative
 - e. State Representative communicates with National Representative
 - f. If the press gets involved, the President of Record is the only person that can speak on behalf of the PTA.
5. Encourage your VP's of Ways and Means to attend the Money Matters 101 and 201 trainings. It will help them understand how money can be raised and also spent. Encourage committee chairs that you think could eventually take on an officer role to attend PTA Road to Success.

Modified by: Kim Kusiciel and Ann Williams

updated: 5/2018