



LIVONIA PTSA COUNCIL PRESIDENT/VICE PRESIDENT WORKSHOP

May 2026

Livonia
PTSA Council

BUSINESS OF THE EXECUTIVE BOARD

PTA boards work as a **TEAM** to fulfill PTA's mission and meet your PTA's specific goals. An active, well-informed board makes your PTA more effective and prevents burnout.

The entire board is responsible for your success, but remember, it is not the job of the officers to "do it all." You will recruit committee chairs and volunteers to help you accomplish each of your PTA's goals.

The board shares a few, very specific responsibilities. They include the following:

Focus on and evaluate your goals. Your board should have overall goals for the year that are in line with [PTA's mission](#), including membership goals. Regularly assess progress toward those goals.

Set the tone. A positive working relationship among your PTA board members is essential for a successful year, and it creates a welcoming environment for the rest of the membership.

Know and follow your organization's bylaws, as well as applicable state and federal laws. These are the rules your PTA will follow.

Approve and oversee your budget.

Plan for rotation and transition. Your PTA board will grow stronger when you consistently recruit new members and leaders. Know when your term ends, and plan for a smooth transition by saving reports, files and notes for your successors.

<https://www.pta.org/home/run-your-pta/local-leader-kit>

PTA PRESIDENT

The President shall:

Preside at all meetings of the association;

Perform such other duties as may be prescribed in the bylaws or assigned by the association;

Be a member ex officio of all committees **except the nominating committee;**

Coordinate the work of the officers and committees of the association;

Attend meetings called by the Council, when in membership with Council, or arrange for a duly elected alternate to attend.

In the event of consolidation, change of name, or disbandment of the unit, notify the Michigan PTA

Select chairpersons of standing committees with the approval of the Executive Board.

PTA PRESIDENT

Responsibilities include:

- Familiarizing yourself with PTA programs and resources
- Representing the PTA to your community
- Recruiting and mentoring volunteers and future leaders

PTA PRESIDENT

Items to keep on hand:

- A copy of your unit's bylaws and Policies & Procedures (Standing Rules)
- Procedure or "Board Book"
- A copy of your most recent audit
- Bank statements/electronic access
- Meeting minutes and agendas for the current year

PTA PRESIDENT

Upon assuming office, you should:

- Convene with the outgoing President/Executive Board** (Talk about your school community to understand the priorities for you unit. What worked last year? What didn't? Who do you see as a potential volunteer?)
- Introduce yourself to your school's administration** (ask about their priorities for the year, and let them know you're interested in helping them reach their goals)
- Introduce yourself to families and members of your PTA** (It's important for members to have a smooth transition. Welcome their questions, ideas and participation. A survey is a great way to start!)
- Change the signatures on your PTA's bank account (and Givebacks!)** (you will need a copy of the meeting minutes documenting the officers that were voted in)

PTA PRESIDENT

Do's and Don'ts

DO:

- FOLLOW YOUR BYLAWS!** Most questions about the who, what, why etc. can be found in your bylaws.
- DELEGATE** – Remember that you are part of a board, and assigning tasks to fellow board members and committee chairs will help to avoid burnout.
- COMMUNICATE** – Keep everyone in the loop! Make sure your board and school community stay in-the-know by sending regular, consistent communication.
- BE OPEN TO NEW IDEAS** – Have an amazing idea for a new fundraiser or event at your school? Try it!

PTA PRESIDENT

Do's and Don'ts

DON'T:

- REINVENT THE WHEEL** - Learn from past board members about events and programs. Find out what worked, and what didn't! Your board can always adapt and change things to fit your needs.
- MICROMANAGE** – Each board member or committee chair has a unique perspective. Use this to your advantage and celebrate their strengths and talents.
- "WING IT"** – There are numerous resources available for PTA officers. Ask for help when you need it - if you have a question about something it's likely that others do too!

PTA VICE PRESIDENT

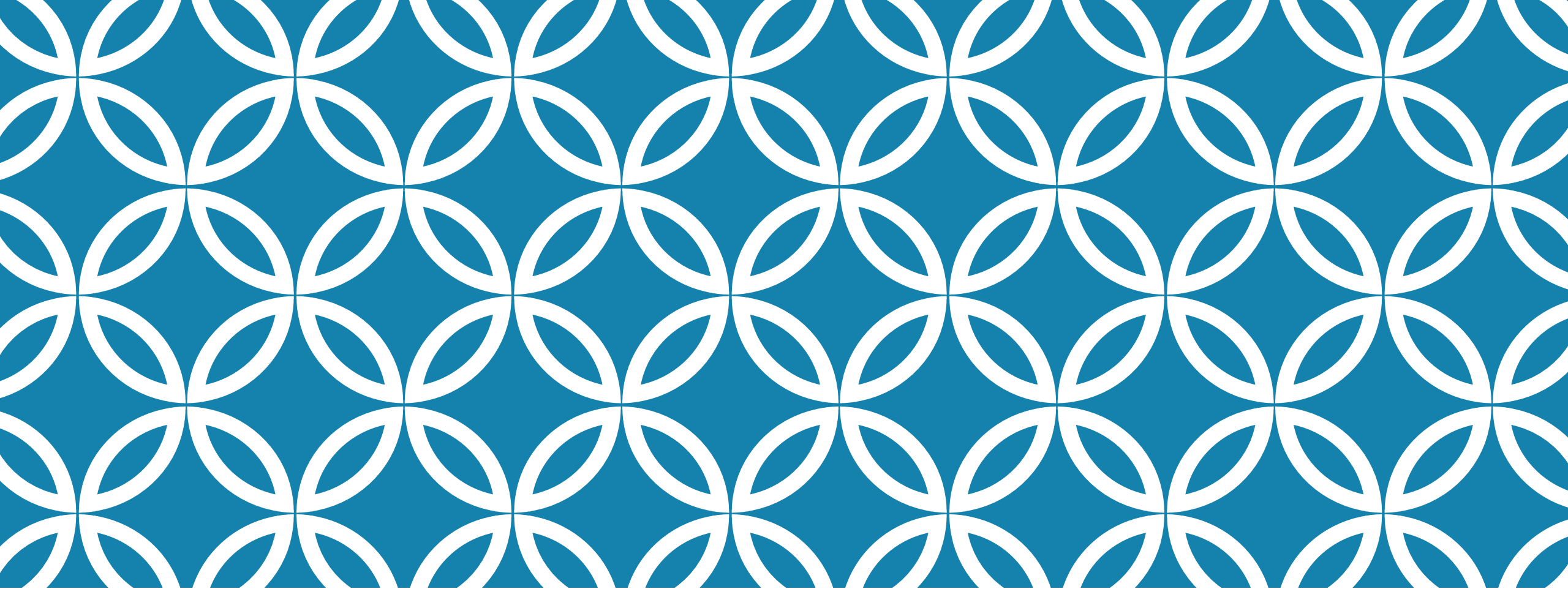
The Vice President is responsible for:

- Performing specific duties as provided for in the bylaws;
- Assuming responsibility for duties designated by the president;
- Representing the president in his or her absence or upon request.

Vice Presidents should have the following information:

- Unit bylaws and standing rules
- Unit approved budget
- Minutes of at least the last six previous meetings
- Contact information for all officers

A Vice President is encouraged to be ready to assume leadership. Therefore, a vice president is encouraged to attend state PTA training and events, and to be familiar with all PTA programs and resources.

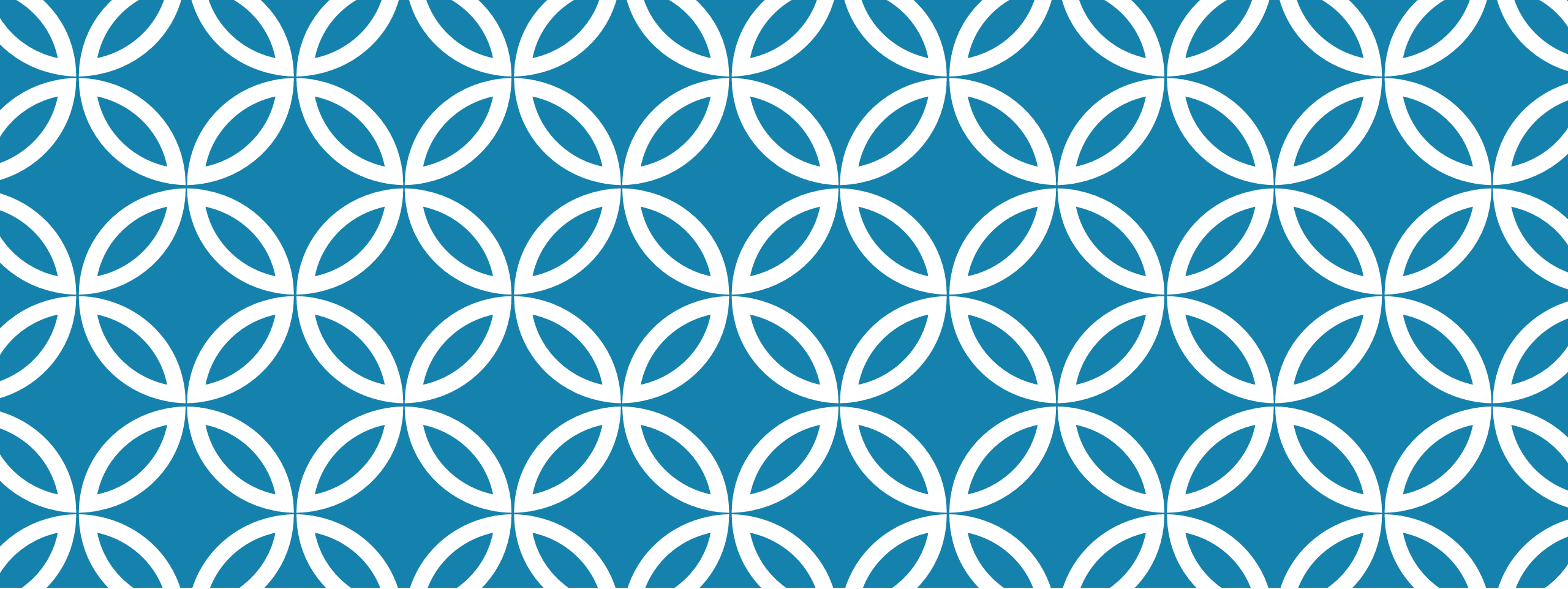


NOMINATIONS/ELECTIONS

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PTSA Council

NOMINATIONS/ELECTIONS

- CHECK YOUR BYLAWS!!!** There's a section in your bylaws dedicated to Officers and their election, as well as duties of officers. You'll see information about:
- WHEN** your nominations committee needs to be formed
- WHO** should serve on your nominations committee (as a note, the President is **NOT** involved in this committee!)
- WHO** is eligible to serve/submit a nomination (generally, they need to be a member – it's never too late to join!)
- WHEN** your slate of Officers needs to be presented
- WHEN** your elections should take place
- HOW LONG** the Officer's term is, as well as their term limit



COUNCIL/UNIT RELATIONSHIP

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COUNCIL/UNIT RELATIONSHIP

Throughout the year, Council shares information from other groups including:

- LPS/Education Foundation
- MI PTA
- National PTA
- And more!

We also pass along information for our programs, including:

- Reflections
- Founders' Day
- YMAD
- Advocacy
- Training/Workshops
- Transportation/Food Service Appreciation events

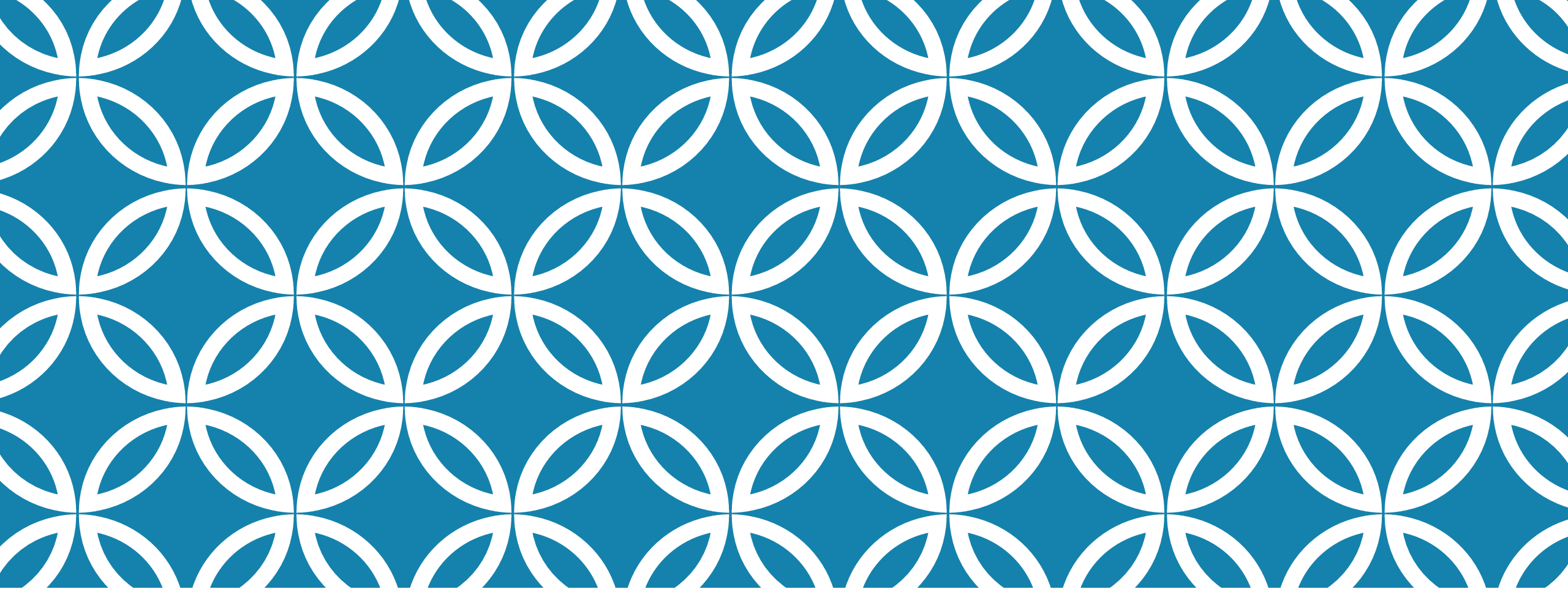
COUNCIL/UNIT RELATIONSHIP

Please pass along information to your school community AND your administration! Council members don't have the ability to post to each school's individual social media pages, and we've found that information is received better from a known source (such as your unit's officers.)

Most information can be easily shared on your unit's social media pages or through your school's weekly update.

Please communicate with your building admin. team to discuss when/how to send info for their weekly updates.

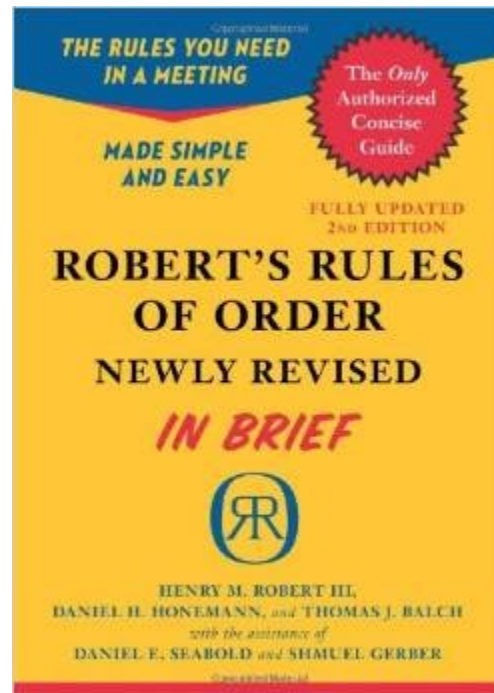
Please let us know if you have any questions or need help sharing info!



PARLIAMENTARY PROCEDURE

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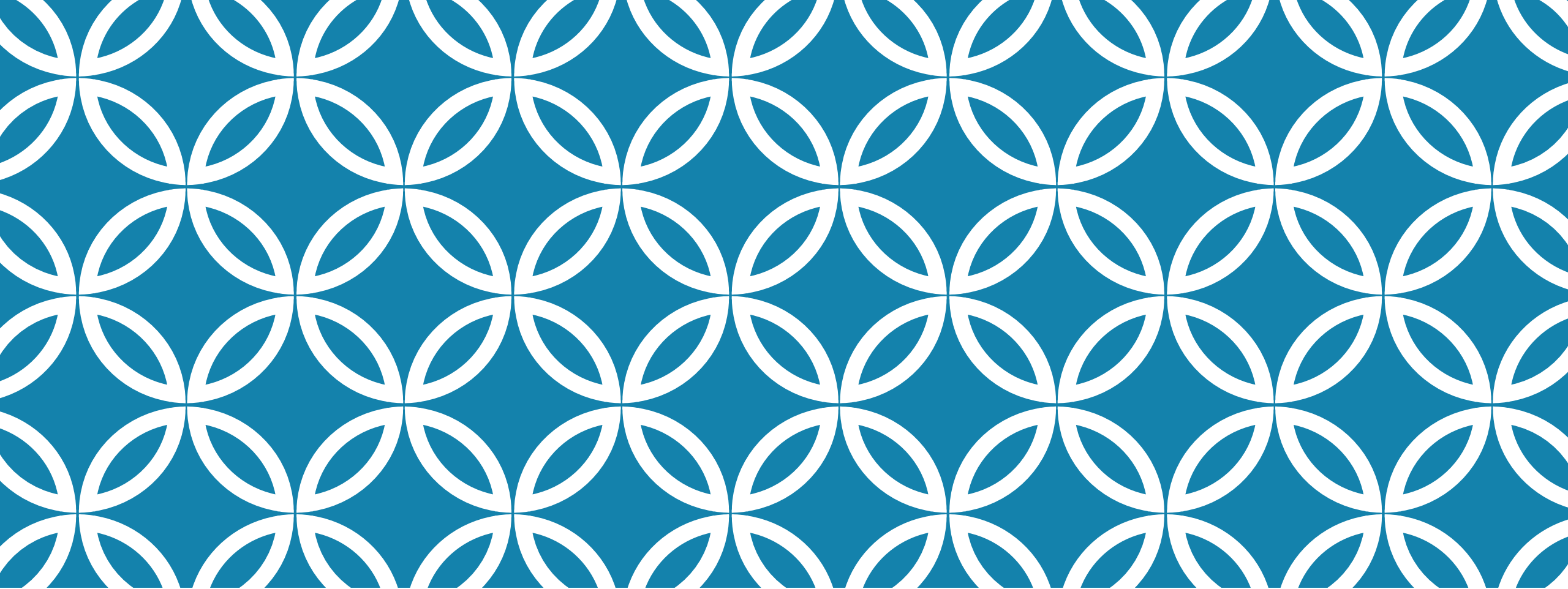
ROBERTS RULES



Visit the Robert's Rules of order website
at robertsrules.com.

Keep a copy of Robert's Rules of Order
Newly Revised (designated in the bylaws
as the form of parliamentary procedure
followed by PTA). - See more at:

[PARLIAMENTARY PROCEDURE v2.2](https://pta.org)
(pta.org)



ADVOCACY

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BEING THE VOICE OF THE STUDENTS/FAMILIES

With more cuts coming to education your PTA plays a huge role in sharing information with parents. You need to give them the tools to fight for what our children deserve.

Visit the National PTA website to get tools to help with this.

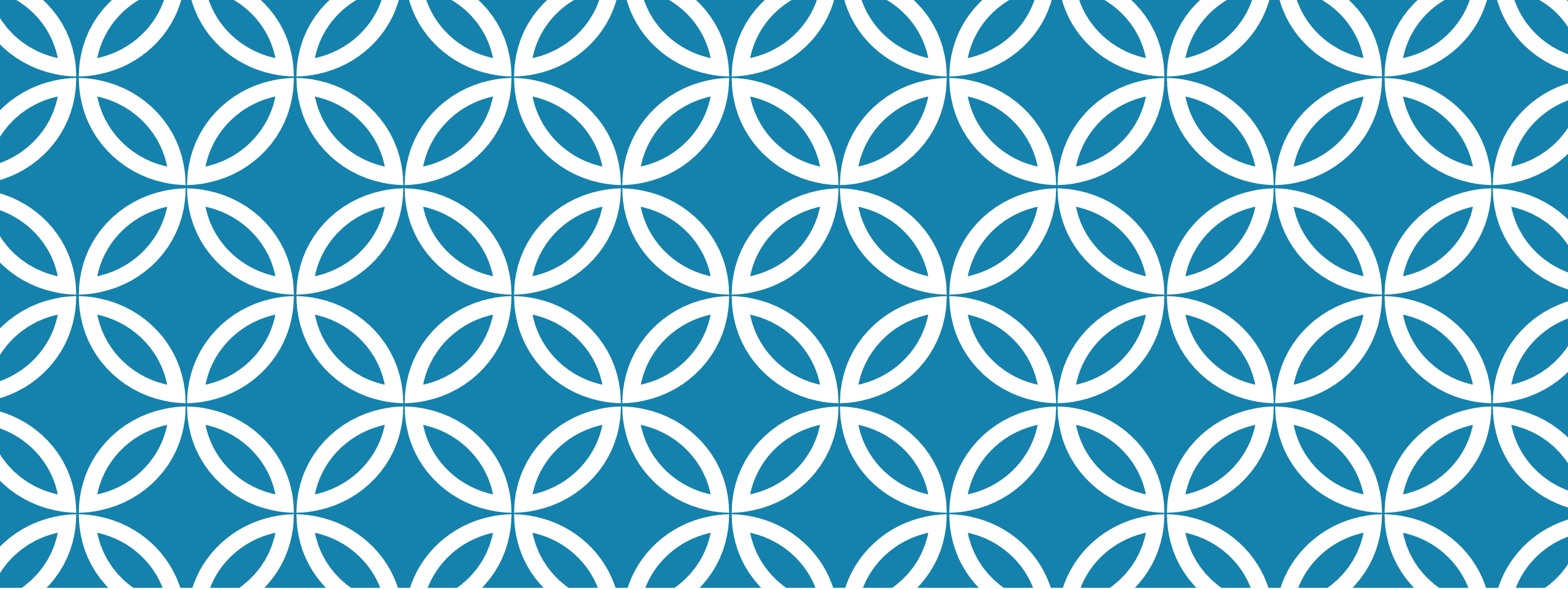
<https://www.pta.org/home/advocacy>

Our council also has local information for senators and representatives.

<https://livoniaptacouncil.org/work/advocacy/>

Livonia School Board Information can be found here.

[Home - Livonia Public Schools](#)



RESOURCES

Livonia
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HERE'S SOME HELPFUL WEBSITES!

National PTA

<https://www.pta.org>

Michigan PTA

<https://michiganpta.org>

Livonia PTSA Council

<https://www.livoniaptscouncil.org>

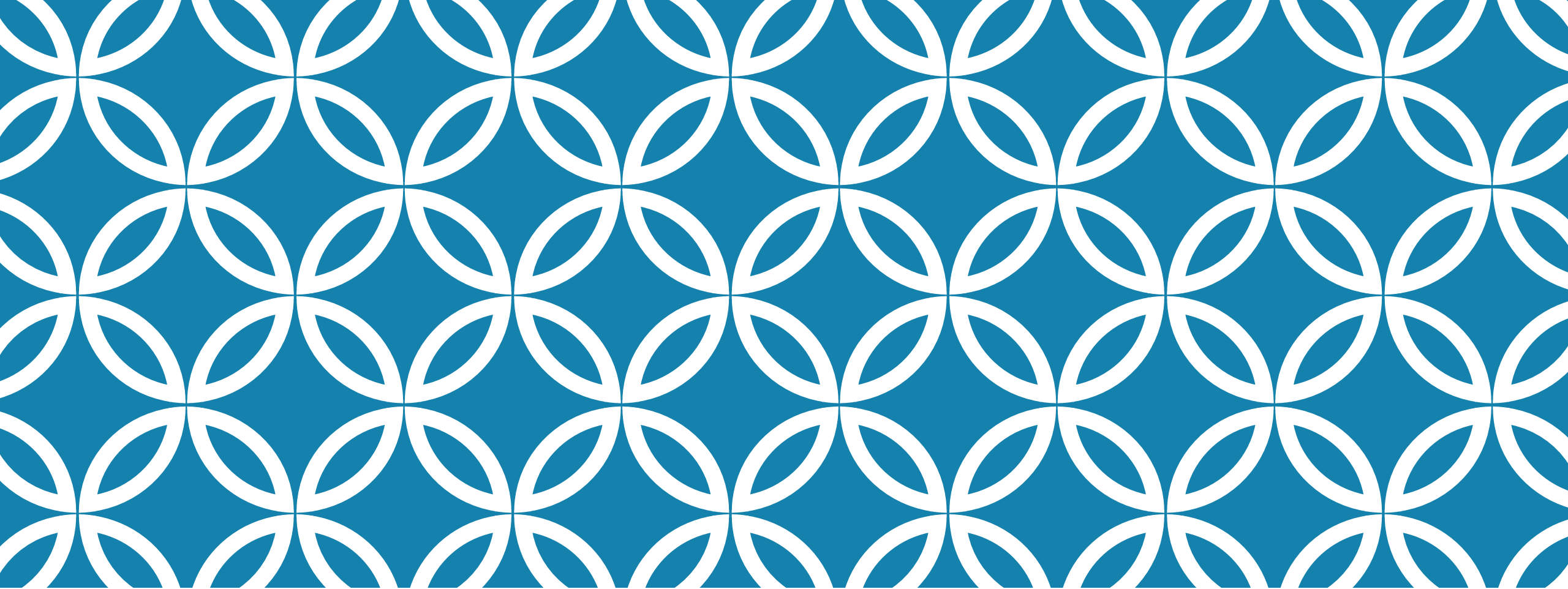
Follow us on Facebook!



-Livonia PTSA Council

-Livonia PTSA Council Officers Forum

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AUDIT PARTY- JULY 15TH
LOCATION: BOARD OFFICE
6 -8 PM

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