

January (Two pages)

- _____ The secretary or president sends/posts the agenda for the executive board meeting ten (10) days before the meeting (in writing). This agenda only goes to the executive board.
 - _____ Make sure the five-minute audit is done. A non-check signer should do the monthly five-minute audit. This can be the auditor, a member of the audit committee, or a non-signing member of the executive board. See attachment.
 - _____ President receives financial reports from treasurer prior to executive board meeting.
 - _____ Treasurer distributes financial reports to all officers to review before the executive board and/or the association meeting.
 - _____ Secretary distributes in person or by email the minutes for officers to review.
 - _____ Meet weekly or monthly with the principal to coordinate and discuss PTA/school business.
 - _____ Request that VPs and chairs submit names of volunteers monthly so you can thank them.
 - _____ In months that the unit has an association meeting the secretary or president sends the agenda for the association/general meeting ten (10) days before the meeting (in writing). NOTE: Bylaw amendments or changes need 30 days' notice and presentation of slate of officers requires 28 days' advance notice. Other agenda items only need 10 days' notice.
 - _____ In in-council units, the president, EVP (executive vice president), or both attend council-level meetings (president meetings, council general meetings) and attend Sixth District general meetings.
 - _____ If a unit is out of council, president, EVP, or both attend Sixth District general meetings.
 - _____ Send any changes and additions in your roster to your council and Sixth District.
 - _____ Out-of-council units send any changes and additions in your roster directly to Sixth District.
 - _____ Send membership dues (per capita portion) to your council or to Sixth District (if out-of-council).
NOTE: A minimum of 15 members must be submitted to stay in good standing or to be considered for awards/grants.
 - _____ Make sure all items are checked off from the previous month's list.
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- _____ Mid-year audit (July 1 – Dec 31) needs to be done.
Depending on bylaws, it may be presented to the executive board this month.
 - _____ Elect nominating committee at a general association meeting (check bylaws for your unit's exact month). Make sure parliamentarian sets the date for the first meeting and provides the nominating committee with materials: bylaws, membership list, and job descriptions. Parliamentarian needs to go over requirements with the nominating committee.
 - _____ Approve bylaws if returned by CA State PTA at an association/general meeting.
 - _____ Do a financial review of budget-to-actual at an executive board meeting (include the principal).
Compare and make any budget adjustments.
These must be approved at an association meeting.
 - _____ Review convention material and sign up for convention using Delegate A, Delegate B, if unsure of who will be attending convention.
 - _____ Vote on who will attend convention, how many the unit is sending, at an association/general meeting.
NOTE: It is fine to have a Delegate A, Delegate B to register. Eventually must approve actual name(s).

_____ Start planning for Honorary Service Awards.

_____ Hold executive board meeting. Order of approval for items:

- _____ Approval of minutes from last executive board meeting. No motion needed.
- _____ Treasurer’s report – fiscal year to date, no motion needed.
- _____ Transactions report – approve expenditures incurred since last association meeting. Need MOTION
- _____ Ratify checks written since last association meeting. Need MOTION
- _____ When giving their reports, VPs should provide funding requirements until next executive board meeting. Executive board should then authorize that spending.

_____ Hold association meeting. Order of approval for items:

- _____ Approval of minutes from last association/general meeting , no motion needed.
- _____ Treasurer’s report – fiscal year to date, compare budget to actual, no motion needed
- _____ Ratify checks written - from last association meeting until date of current association meeting. Need MOTION
- _____ Budget amendments. Need MOTION
- _____ Release of funds for 2nd half of year, including any increases for budget amendments for items released in September. Need MOTION
- _____ Authorize expenditure of funds for January events. Need MOTION
- _____ Approve contracts (if any). Need MOTION
- _____ Ratify appointed chairs/committees (if any). Need MOTION
- _____ Elect nominating committee. Need MOTION
- _____ Approve bylaws if returned by CA State PTA at an association/general meeting. Need MOTION
- _____ Elect convention delegates to be named later. Need MOTION

_____ CAPTA Legislative Conference is in February in Sacramento – open to members, chairmen and officers.

February (Two pages)

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 - _____ President receives financial reports from treasurer prior to executive board meeting.
 - _____ Treasurer distributes financial reports to all officers to review before the executive board and/or the association meeting.
 - _____ Secretary distributes in person or by email the minutes for officers to review.
 - _____ Meet weekly or monthly with the principal to coordinate and discuss PTA/school business.
 - _____ Request that VPs and chairs submit names of volunteers monthly so you can thank them.
 - _____ In months that the unit has an association meeting the secretary or president sends the agenda for the association/general meeting ten (10) days before the meeting (in writing). NOTE: Bylaw amendments or changes need 30 days' notice and presentation of slate of officers requires 28 days' advance notice. Other agenda items only need 10 days' notice.
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 - _____ Send any changes and additions in your roster to your council and Sixth District.
 - _____ Out-of-council units send any changes and additions in your roster directly to Sixth District.
 - _____ Send membership dues (per capita portion) to your council or to Sixth District (if out-of-council).
NOTE: A minimum of 15 members must be submitted to stay in good standing or to be considered for awards/grants.
 - _____ Make sure all items are checked off from the previous month's list.
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- _____ Register for convention.
 - _____ Convention (can register individuals by name or with Delegate A, Delegate B)
 - _____ Hotel room (see Sixth District website for information)
 - _____ Consider applying for convention scholarships from Sixth District.
 - _____ Start planning for Honorary Service Awards and Volunteer Appreciation events.
 - _____ Hold executive board meeting. Order of approval for items:
 - _____ Approval of minutes from last executive board meeting from previous month – no motion needed.
 - _____ Treasurer's report – fiscal year to date, no motion needed.
 - _____ Transactions report – approve expenditures incurred since last association meeting. Need MOTION
 - _____ Ratify checks written- since last association meeting. Need MOTION
 - _____ When giving their reports, VPs should provide funding requirements until next executive board meeting. Executive board should then authorize that spending.

_____ Nominating committee must post the slate of nominated officers 28 days before the annual association meeting.

_____ Make sure all nominees are PTA members.

_____ Founders Day – celebrate at your unit or at least consider a newsletter article on the topic.

_____ California State PTA’s Legislation Conference takes place in Sacramento at the end of February.

_____ Secretary or president sends the agenda for the March association/general meeting 30 days notice in advance since elections will be held.

March (Two pages)

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- _____ Hold association meeting
 - _____ Elect incoming board (see bylaws for exact date). Need MOTION
 - _____ For most units this will take place in March but no later than the second week in April.
 - _____ Approve sending delegates to convention, if applicable. Need MOTION
 - _____ Approval of minutes from last association/general meeting, no motion needed.
 - _____ Treasurer's report – fiscal year to date, compare budget to actual, no motion needed.
 - _____ Ratify checks written from last association meeting until date of current association meeting.
Need MOTION
 - _____ Budget amendments. Need MOTION
 - _____ Release of funds, including any increases for budget amendments for items released in January.
Need MOTION
 - _____ Approve contracts (if any). Need MOTION
 - _____ Ratify appointed chairs/committees (if any). Need MOTION
 - _____ Approve bylaws if returned by CA State PTA at an association/general meeting. Need MOTION
 - _____ If this is your last association meeting for the year, then a MOTION authorizing the executive board to pay necessary bills during the summer "up to x dollars" for summer and school start-up expenses is needed.

- _____ Hold executive board meeting. Order of approval for items:
 - _____ Approval of minutes from last Executive Board meeting, no motion needed.
 - _____ Treasurer’s report – fiscal year to date, no motion needed.
 - _____ Transactions report – approve expenditures incurred since last association meeting. Need MOTION
 - _____ Ratify checks written since last association meeting. Need MOTION
 - _____ When giving their reports, VPs should provide funding requirements until next executive board meeting. Executive board should then authorize that spending.

_____ Start planning for Teacher Appreciation events, usually first or second week in May.

_____ If previously voted to send Delegate A, etc., to convention, announce and approve actual individuals who will be attending convention.

_____ Finalize Volunteer Appreciation event(s) for the end of the year.

April (Two pages)

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NOTE: A minimum of 15 members must be submitted to stay in good standing or to be considered for awards/grants.
 - _____ Make sure all items are checked off from the previous month's list.
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- _____ If elections did not happen in March, elect incoming board (see bylaws for exact date).
NOTE: For most units this will take place in March but no later than the first week in April.
 - _____ Assist president-elect, who appoints the budget committee, with next year's budget.
NOTE: Treasurer-elect is the chair of the budget committee.
 - _____ Hold executive board meeting. Order of approval for items:
 - _____ Approval of minutes from last executive board meeting from previous month – no motion needed.
 - _____ Treasurer's report – fiscal year to date, no motion needed.
 - _____ Transactions report – approve expenditures incurred since last association meeting. Need MOTION
 - _____ Ratify checks written since last association meeting [Need Motion]
 - _____ When giving their reports, VPs should provide funding requirements until next executive board meeting. Executive board should then authorize that spending.
 - _____ Work with president-elect to develop transition plan.
 - _____ **Turn in roster for next year's board to your council and if out-of-council send to Sixth District.**
 - _____ Work with Historian to do Annual Historian Report.

_____ Give president-elect calendar pages to incoming president.

_____ Invite the president-elect to start attending meetings:
Executive, Council, District, Community, Site Council, and with the principal.

_____ Encourage incoming officers to register and attend training.

_____ If Back-to-School package materials are due in May/June, get them ready.

_____ At final association/general meeting of the year:

NOTE: The treasurer-elect presents the budget on behalf of the board-elect.

Need a MOTION for preliminary approval of next year's budget or MOTION authorizing the executive board to pay necessary bills during the summer up to the authorized amount.

May (Two pages)

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 - _____ President receives financial reports from treasurer prior to executive board meeting.
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 - _____ Secretary distributes in person or by email the minutes for officers to review.
 - _____ Meet weekly or monthly with the principal to coordinate and discuss PTA/school business.
 - _____ Invite president-elect to attend.
 - _____ Request that VPs and chairs submit names of volunteers monthly so you can thank them.
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- _____ Attend training – send new and continuing officers and chairs.
 - CA State PTA convention [date/location]
 - Sixth District [date/location]
 - Council [date/location]
 - _____ If Back-to-School package materials are due in June, assist in getting them ready with the president-elect.
 - _____ Work with president-elect to ensure plans are in place for activities and events that take place before or shortly after the beginning of the school year.
 - _____ Hold incoming/outgoing board meeting.
 - _____ Thank all of the outgoing officers and chairs for their volunteer service this year.
 - _____ Hold Volunteer Appreciation and/or Honorary Service Award events.
 - _____ Make sure all officers and chairs have met or are scheduled to meet with their respective outgoing person.

- _____ Hold executive board meeting. Order of approval for items:
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_____ President-elect cannot sign contracts until July 1. Outgoing president cannot sign contracts for the following year.

_____ Send reminder to all volunteers that all bills must be submitted by May 31st (or earlier date).

- _____ At final association/general meeting of the year:
 - NOTE: The treasurer-elect presents the budget on behalf of the board-elect.
 - Need a MOTION for preliminary approval of next year's budget or MOTION authorizing the executive board to pay necessary bills during the summer up to the authorized amount.

- _____ Hold association meeting. Order of approval for items:
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 - _____ Ratify checks written from last association meeting until date of current association meeting. Need MOTION
 - _____ Budget amendments. Need MOTION
 - _____ Authorize expenditure of funds until September Association Meeting (summer/start-up expense). Need MOTION
 - _____ Approve contracts (if any). Need MOTION
 - _____ Approve bylaws if returned by CA State PTA at an association/general meeting. Need MOTION

_____ Confirm that the treasurer is giving the financial books to the auditor for the year-end audit
 This should be done as soon as the last check is written and last deposit made for the year.

June/July

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 - _____ Make sure all items are checked off from the previous month's list.
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- _____ Confirm that the treasurer is giving the financial books to the auditor for the year-end audit. This should be done as soon as the last check is written and last deposit made for the year.
- _____ Make sure that all outstanding bills are paid before June 30.
- _____ Confirm that outgoing treasurer has done the annual financial report.
- _____ Confirm that the outgoing auditor is doing the year-end audit.
- _____ Confirm that the outgoing treasurer has done the taxes for the current year. Note: The taxes cannot be sent in until the executive board has reviewed them.
- _____ Confirm that all officers and chairs have passed their procedure books to the incoming officers/chairs.
