

## Leadership Resources

PTA Quick Reference Guide

Illinois PTA Answer Book

Illinois PTA Helping Hands

Illinois PTA Yearbook

PTA Road to Success Course

PTA Money Matters Course

PTA Council Course

PTA President's Course

ABCs of PTA Finance

PTA and the Law

*Robert's Rules of Order, Newly*

*Revised*

Local Unit/Council Bylaws

Illinois PTA  
P.O. Box 907  
Springfield, IL 62705-0907

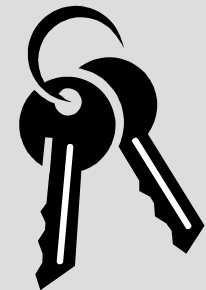
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Leadership Development Program

Leadership Development Program

## PTA Road to Success Course

Do you have the keys that are  
necessary to make your PTA  
the best it can be?



**Illinois**  
**PTA**<sup>®</sup>  
*everychild.onevoice.*<sup>®</sup>

## PTA Road to Success

The PTA Road to Success Course is designed to give PTA leaders the keys they need to help their PTA be the best it can be.

The 2 1/2- to 3-hour class is intended to be interactive, with group exercises and discussion questions included. Each participant will receive a course booklet. In addition, if a power point presentation is given, participants will receive a printed copy of the slideshow.

Attendance at the PTA Road to Success is one of the requirements for the Illinois PTA University Bachelor's Degree, a recognition/incentive program developed to encourage PTA leaders to take advantage of a variety of training opportunities.

## Course Subject Matter

PTA Road to Success covers all of the basic information needed to ensure a successful PTA experience.

Subject matter includes:

- A brief history of the National PTA and the Illinois PTA, including the Mission, Objects and Vision;
- Basic Policies of the PTA;
- Organizational structure of the PTA, including local unit, council, district, region, field service area, state, and National entities;
- Duties of officers (president, vice president, secretary, treasurer);
- Role of committees and duties of committee chairs;
- Bylaws;
- Charter and Standing Rules;
- Parliamentary Procedure, including how to write an agenda, how to run a meeting, how to obtain the floor and make a motion, how to conduct a vote;
- Nominations
- Elections

## Material Included in Booklet

Included in the course booklet are the following:

- Explanation of what to include in minutes;
- Sample Treasurer's Report
- Sample Audit Report Form
- President's Dialogue for Amending Bylaws;
- Sample Meeting Agenda;
- PTA vs. Other Parent Groups Fact Sheet



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