

# *Warming up to Leadership*

*Come in from the cold & fire up your skills*

Hosted by Ruth Johnston, Illinois PTA Chicago Field Service Area Rep.  
and Members of the Chicago Field Service Team



Are You Ready for Resources?

PTA Road to Success Course

PTA Bylaws Made Simple

Saturday, February 27

Greater Morning View M. B. Church

2335 East 100<sup>th</sup> Street



Registration / Welcome 9:30 am

Workshops 9:45 am to 1:00 pm

All PTA members may take training.

Officers and Chairmen need this important information.

We'll show you how to plow through the information

& warm up to PTA success!



This is a Free Event - a current PTA membership card is required for admission.

Coffee & Continental breakfast will be provided, if you get there on time!

**Please call or e-mail RSVPs by Thursday, February 25, 2010.**

Contact: Illinois PTA Chicago Field Service Area Representative, Ruth Johnston  
(773) 794-9680    rej29@comcast.net

# STUDY COURSES & WORKSHOPS

## SESSION I - 9:45 AM to 11:45 AM

### PTA ROAD TO SUCCESS COURSE

PTA Road to Success covers all of the basic information needed to ensure a successful PTA experience, including: a brief history of PTA, basic policies, organizational structure, duties of officers, role of committees, bylaws, charter and standing rules, parliamentary procedure (including how to write an agenda, run a meeting, obtain the floor, make a motion, and conduct a vote), nominations and elections.

*This course may be required as per your local unit PTA bylaws.*

### PTA ROAD TO SUCCESS COURSE (In Spanish)

El PTA Camino a Buen Éxito cubre toda la información básica necesaria para asegurar una buena experiencia de PTA, incluyendo: Una breve historia del PTA, pólizas básicas, estructura orgánica, funciones de la Mesa, el papel de los comités, estatutos, carta y un reglamento de pie, el procedimiento parlamentario (incluyendo cómo escribir un programa, ejecute una reunión, que pidan la palabra, hacer un movimiento, y llevar a cabo una votación), presentación de candidaturas y elecciones.

## SESSION II - 12:00 PM to 12:30 PM

### ARE YOU READY FOR RESOURCES?

Find out what your dues do! Learn about all the great resources available to your PTA including: Membership Templates, Service Projects, Healthy Lifestyles, Family Engagement, Illinois PTA Idea Book, Reflections and much more.

## SESSION III - 12:30 PM to 1:00 PM

### PTA BYLAWS MADE SIMPLE

According to the IRS, every 501(c)(3) must have bylaws. What are they and why are they important? ♦ Bylaw committee guidelines ♦ Standing Rules ♦ Explanation of Terminology. *Bring a copy of your current bylaws, if you like.*

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**We need to know how many people will be attending in order to provide adequate materials and refreshments.**

**This is a Free Event but a current PTA membership card is required for admission.**

***Please remember to provide us with the following information:***

PTA \_\_\_\_\_

PTA District \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone: \_\_\_\_\_

Email \_\_\_\_\_

(Please Choose Study Courses for Each Person Attending)

Name	Session I	Session II	Session III
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____