

Leadership Resources

PTA Quick Reference Guide

Illinois PTA Yearbook

PTA Road to Success Course

PTA Money Matters 101 Course

PTA Money Matters 201 Course

PTA Council Course

PTA President's Course

*Robert's Rules of Order, Newly
Revised*

Local Unit/Council Bylaws

National PTA Website: pta.org

Illinois PTA Website: illinoispta.org

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

Phone: 1-800-877-9617
Fax: 217-528-9490
Web site: www.illinoispta.org
E-mail: ilpta@ameritech.net

PTA President's Course

How to make president the
easiest job in the PTA



Leadership Development Program

Leadership Development Program

Illinois
PTA[®]
everychild.onevoice.[®]

PTA President's Course

The PTA President's Course is designed to help make president the easiest job in the PTA.

The 2-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 President's Course 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

The PTA President's Course covers a variety of subjects that will ensure a successful PTA experience.

Subject matter includes:

- Myths, Legends and Facts — Not all stories you hear about being PTA president are true!
- Leadership (including a look at four leadership styles);
- Duties of the President (including creating/using a Procedure Book, and how to build a board that will help lead the PTA);
- Goal setting (how to create S.M.A.R.T. goals);
- The budget process;
- How to run a meeting;
- Parliamentary procedure;
- Effective communication;
- Listening skills;
- Conflict resolution;
- Time management

Material Included in Course Book

Included in the course book are the following:

- Sample Agenda;
- PTA By the Seasons — A calendar to help presidents know what they must do, should do, and would like to do throughout the year;
- Goal Worksheet — A guide to help you write S.M.A.R.T. goals.



Leadership Development Program

Illinois PTA
P.O. Box 907
Springfield, IL 62705-0907
Phone: 1-800-877-9617
Fax: 217-528-9490
Web site: www.illinoispta.org
E-mail: ilpta@ameritech.net