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

The PTA 101 — Your 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 PowerPoint presentation is given, participants will receive a printed copy of the slideshow.

Attendance at the PTA 101 — Your 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 101 — Your 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, Purposes 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; and
- Elections

Material Included in the Course Book

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

Illinois PTA Leadership Resources

Illinois PTA Bulletin | PTA Road to Success Course
PTA Money Matters 101 | PTA Money Matters 201
PTA Council Course | PTA President's Course
Robert's Rules of Order Newly Revised

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

Phone: 1.800.877.9617
Fax: 1.217.528.9490
Email: info@illinoispta.org