

PTA 101 — Your Road to Success Course

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 Money Matters 101

PTA Council Course

Robert's Rules of Order Newly Revised

National PTA Web site: www.pta.org

PTA Road to Success Course

PTA Money Matters 201

PTA President's Course

Illinois PTA Web Site: www.illinoispta.org

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