

# **PTA<sup>®</sup>**

*everychild.one voice.*

## **Officers' Manual 2011-2012**

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# Foreword

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**This Oregon PTA *Officers' Manual* is an instructional resource for Local Unit Officers of Oregon PTA. It should be used in conjunction with the National PTA *Quick Reference Guides*.**

This manual is intended to provide general information regarding areas of PTA involvement and responsibility. It does not seek to duplicate other information that you will receive during the year, but rather guide you toward information, materials, and other resources.

It is the responsibility of the president of each local unit to become familiar with the contents of this manual and to share the information found here with all other officers of the Local Unit. It is recommended that each president copy and distribute the appropriate sections of this manual to the applicable officers and committee chairs. Additional copies, either in disc or hard copy, may be purchased through the state office. It is also available on line in the Member's Only section of the Oregon PTA Website.

The members of the Board of Directors of Oregon PTA who have worked to put this *Officer's Manual* together hope it will help you to better understand your roles and responsibilities as PTA Leaders. If you have questions or concerns, please contact individual board members directly or through the Oregon PTA office at (503)234-3928 or by email at [or\\_office@pta.org](mailto:or_office@pta.org)

***We are truly here to assist YOU, the leaders of the Local Unit, and want to aid you in your work on behalf of children and youth!***

You are encouraged to reproduce any of the materials found in this Officers' Manual, as well as any other materials you may receive from Oregon PTA or National PTA. Please share these materials with your fellow PTA leaders.

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Council

**Appendix II C** – Unified Local Unit  
Bylaws

## *PTA Vision*

*Making every child's  
potential a reality*

## *PTA Mission*

- ◆ *A powerful voice for all children,*
- ◆ *A relevant resource for families and communities, and*
- ◆ *A strong advocate for the education and well-being of every child*

# PTA Values

**Collaboration:** *We work in partnership with a wide array of individuals and organizations to accomplish our agreed-upon goals.*

**Commitment:** *We are dedicated to promoting children's health, well-being, and educational success through strong parent, family, and community involvement.*

**Accountability:** *We acknowledge our obligations. We deliver on our promises.*

**Respect:** *We value our colleagues and ourselves. We expect the same high quality effort and thought from ourselves as we do from others.*

**Inclusivity:** *We invite the stranger and welcome the newcomer. We value and seek input from as wide a spectrum of viewpoints and experiences as possible.*

**Integrity:** *We act consistently with our beliefs. When we err, we acknowledge the mistake and seek to make amends.*