

# **PTA<sup>®</sup>**

*everychild.one voice.*

## Officers' Manual 2010-2011

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"I dared to dream that I could make a difference. I saw around me, children who started to work at the age of eight or nine. Children who were too tired to learn, children unable to attend school. I talked to friends in my circle; they were concerned but what should we do? I decided with a friend of mine, to organize a meeting in Washington D.C. We incited noted educational leaders of the day. I hoped for at least two hundred people to come. On February 17, two thousand people came. They really cared as I did and thought we could make a difference; and make a difference we have."

-Alice McClellan Birney

Our organization began from a simple belief that all children deserved opportunity. Our vision has not changed, "making every child's potential a reality" motivates our efforts. Our organization has become larger, taken on more diverse issues and supports over 19,000 members in Oregon and 5.5 million nationwide. An understanding of process and landmines will help you engage your community and avoid frustrating delays in achieving the goals important to your team.

This manual has been written for Oregon PTA leaders; meant to help you navigate your year. You'll find a timeline for submitting membership and officer lists, budget and other required documents. Information about various leader positions, how to run a Reflections program, or an advocacy campaign or apply for awards are all found here.

We realize that you are a busy parent and although you mean to read it end to end - there are ball games or ballet recitals to attend. It is important that you copy specific sections for specific individuals (your treasurer and Reflections chair, for example) then remember you have this resource to go back to. As issues arise (and they will) you'll know where to look for the answers.

I also know that some questions just need to be talked through. Your first contact should always be to your Region Director. They are the nearest to you and they are likely already familiar with issues you have. But at any time, you may contact any member of the board. Contact information for all board members is available on the Oregon PTA website, under contact us, left hand column. I do ask, however, that you are patient with us. Like you, we are all volunteers. In the event that it takes more than a day to return your call or e-mail, understand it is not because we do not care - we may be caring for our own families.

There is so much opportunity that process should not be a barrier. Prepare yourself and never hesitate to call for help. Together we'll have a terrific year!

Sandy Bell, President  
Oregon PTA

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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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### **“Together We Can”**

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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.*