

## Hints for New Presidents

- You must be a member of the team!
- Keep your team informed. Pass along/forward all information you receive from National PTA, KS PTA, and SMAC PTA.
- Keep your principal informed. Meet regularly, at least monthly. Use an agenda.
- Realize from the start that you are not expected to carry the load by yourself. You have willing and able helpers and they should be used. Many potential volunteers say they would be willing to help, but were never asked. Be sure to ask! The hallmark of a good leader is the ability to delegate responsibility and develop new leadership within your group.
- Be sure that your contact info has been sent to KS PTA and SMAC PTA as soon as possible. It is essential that both entities have the new president's info as soon as possible.
- Send a complete list of officers and chairs to KS PTA and SMAC PTA as soon as possible. Use the KS PTA officer submission form. Your unit may not have all the listed officers or chairs and surely have more than what is requested, but these are the ones that KS PTA needs to be able to contact directly. You can also submit info to SMAC online at [www.smac-pta.org](http://www.smac-pta.org).
- Make sure you operate within the policies and objectives of PTA.
- Read and re-read your bylaws and standing rules. ALL officers should have a copy of both of these documents, but remember these documents should not be posted electronically. *When in doubt, check your bylaws.*
- Attend Council and State training events. Encourage all officers to do the same.
- Attend Council meetings. You are always welcome and will learn much about the school district as well as PTA.
- Ensure that the following are completed by your Treasurer:
  - Your unit has renewed its liability insurance and proof of liability insurance is on file with SMSD. A copy of the certificate of insurance, listing SMSD as additional insured, should be sent to [brendadavis@smsd.org](mailto:brendadavis@smsd.org) no later than Sept. 1
  - An audit of the financial documents has been completed and a copy of the audit document has been sent to KS PTA at [kansaspta@gmail.com](mailto:kansaspta@gmail.com), no later than Sept. 15
  - The Federal Form 990 (either 990N postcard or 990EZ form) has been completed and filed with the federal government, no later than Nov. 15, and a copy of this filing has been forwarded to KS PTA at [kansaspta@gmail.com](mailto:kansaspta@gmail.com)
  - Your membership roster & dues is submitted to KS PTA by the 1<sup>st</sup> of each month
  - Your SMAC / Clothing Exchange Dues is submitted no later than Sept. 15
- Plan your meetings in advance. Use an agenda.
- Do not hesitate to call SMAC or KS PTA officers for help! They are there to help you.
- Realize from the start that you will not be able to please everyone. Do the very best that you can, try to find the answers, delegate responsibilities where you can, and HAVE FUN!
- Enjoy your term as President and remember that it is a privilege and honor to serve as President of your PTA.