

## ***TIP SHEET FOR PRESIDENTS***

1. *Become informed by reading the materials in this packet.* You will need to share many of the packet items with your officers and chairmen. Hopefully you will be fortunate enough to attend a packet conference where the contents will be discussed. (If not, you may request that a state board member come to a meeting of your Executive Board to explain the packet.) After you have studied the materials, call a meeting of your Executive Board to distribute and discuss the materials with them. These materials are tools that do no one any good unless they are used.
2. *Be realistic as you plan for the year ahead.* One or two projects well researched and carried out to successful conclusions are worth more than a multitude of hit-or-miss efforts. Use the President's Report as a guide for activities.
3. *Do not try to do everything yourself.* Every person in your PTA has something to contribute. Delegating responsibilities not only builds leadership but also saves you time and energy. Remember -- there is a difference between delegating and assigning. So don't "assign" a job to someone that doesn't want to do that particular thing but do "delegate" by "entrusting" responsibilities to others.
4. *Direct your unit's activities to important community issues.* It's fun to have festivals and carnivals and easy to have the choir perform for a meeting but personal involvement and commitment to those "sticky" issues that we all face today is sometimes difficult but absolutely necessary. These issues are PTA business and we are there doing what is in the best interest of children and their future.
5. *Become informed by reading the Our Children.*
6. *Become informed by attending your school board meetings.* Speak with your board members, your superintendent, and other administrators in your community about school and education issues.
7. *Become informed by meeting and talking with your own legislators.* Provide opportunities for them to speak to your group and let them know how your membership feels about specific issues concerning the children in your community. Just keep in mind that PTA is concerned with principles and issues and NOT political parties or candidates.
8. *Become informed by attending all opportunities for leadership development offered by the State PTA* i.e. - Leadership Conferences, Legislative Conferences, Region Conferences and State Convention. The future strength of your unit/council depends greatly on well trained leaders.
9. *Remember -- you are not alone.* Help is as near as your telephone. Look at the Board of Managers Directory and find the name of your Regional Vice President, or anyone else on the board that you might feel comfortable with, and put a check beside that name. Call them at the first opportunity and get acquainted. Any board member would be happy to speak with you and assist you in any way possible, now or in the future. *Board of Managers personnel will be calling you during the year to see how things are going.*