

## **INFORMATION**

1. *You have a Regional Vice President who is listed in the Indiana State Board of Managers Directory. You may call them for help at any time.*
2. *If possible, meet with all elected officers to go through packet materials, which you will receive, from the State Office.*
3. *Ask your secretary to mail you a copy of minutes of each meeting as soon as possible.*
4. *Make out an agenda for every meeting. If minutes are correctly written, they are helpful in making out an agenda. Previous year's agenda are very helpful. If you do not have previous year's agenda, use sample Order of Business.*
5. *Motions need a second unless they come from a committee. The Executive Board is considered a committee.*
6. *Some due dates to check with chairmen:*
  - a. *Budgeted items sent to proper places on time (by treasurer).*
  - b. *Membership dues postmarked by November 15 and March 15.*
7. *Have state reports in promptly and before due date. (Check calendar)*
8. *Be sure the Nominating Committee is informed of requirements for holding office. Refer to your bylaws. A brochure entitled "Leadership Starts with the Nominating Committee" is available from the State Office.*
9. *If your unit belongs to a council, you have a vote at council meetings. ATTEND or send your alternate.*
10. *If you are a member of a council, ask for a report from your council delegate at your board and asso*
11. *Executive Board meetings are important. Have regular meeting of your PTA Board. (The Executive Board is usually all the elected officers, all chairmen of standing committees and the principal or his representative.) Allow plenty of time for committee reports, discussion and planning. This cannot be done satisfactorily in 30 minutes before a regular PTA meeting.*
12. *Listen attentively to all problems but if the problem is of an individual nature, not related to PTA, refer the person to the principal.*
13. *If you need reports from particular chairmen for an association meeting, call them prior to the meeting and arrange it according to your agenda.*
14. *Use the calendar and set up month-by-month what must be done.*
15. *Above all -- KEEP YOUR COOL AND RETAIN YOUR SENSE OF HUMOR!*