

Sixth District PTA

Santa Clara County, California
"PTA – Building Community Unity"



From the President's Desk

SUMMER IS OVER.....SOON

We've come to the end of our year in PTA, and most of us have looked forward to the break after the hectic end-of-year activities and deadlines.

Many will be heading into a second year in the same position, others starting new doing something else on the board, and others will be brand new to PTAs, boards and even to the school itself. Whatever your upcoming role is, take some time to regroup, rest up and have fun with your family. You will come back ready to start the summer planning that will get your PTA off to a great start in Aug/Sept.

Even while on break for the summer, however, here are items that the president-elect and other board members should be taking care of:

- Meeting with current board members to evaluate the past term.
- Ratifying appointments for your incoming board and filling any vacancies.
- Verifying that your PTA council/district received a roster of new officers and chairmen.
- Determining what information and materials are needed for incoming officers/chairmen.
- Distributing procedure books, bylaws, and job descriptions to incoming board members.
- Scheduling a meeting with your site administrator to talk about next year.
- Brainstorming, setting goals and planning activities to implement your goals.
- Obtaining membership cards and ordering membership envelopes for your unit.
- Preparing a PTA calendar that considers the school district calendar and special holidays.
- Appointing, ratifying and convening a budget committee to work on your budget.

- Scheduling the year-end audit immediately following the end of the fiscal year.
- Holding an installation for your new, incoming officers.

Sixth District PTA keeps working through the summer to help you with your planning, audits, goal-setting and budgeting. We are just a phone call or email away!

All good things must come to an end and summer is one of them.

All Council & Unit PTAs: please make sure to get your Officer Rosters submitted to the Sixth District Office (office@capta6.org). Please check for information completeness.

Get ready for Sixth District Officer Training, scheduled for Sept 11, 2010 (location to be determined). This is for all officers and members that you wish to send. The California State PTA does not recognize co-officers. "Co-officer" implies two people of equal rank sharing one position. In PTA, only one name may be listed for each office--and only one individual may vote. Bylaws may be amended to include additional officers to share the workload.

It has been a pleasure working with you all this year and meeting so many enthusiastic PTA people! Next year I hope to get to many more unit and council meetings, to help with difficulties, and also to share the high points, celebrations and successes that you all have.

Richard

Richard J. Velasquez, President
July 2010