

Leadership Essentials

California State
PTA
everychild. onevoice.

October 11, 2019



MANY HANDS MAKE LIGHT WORK

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As a new leader, you may feel that you have to do everything yourself. This is not true, nor is it advisable... One of the advantages of a PTA is that you are not in this alone. The entire PTA board, including chairman, can help with the work.

Whether you're a new or seasoned leader, delegation is going to be a major key to keeping your unit, council and district PTA's performing at capacity and serving the children and families in your community in addition to keeping yourself sane during the term!

Delegating tasks is a skill that, like any skill, can be learned and improved on over time. This can also lead to building capacity of your leaders and increase motivation to take on more responsibilities by some.

Put these delegation strategies into practice and remember not to "micromanage" the process. People work differently and it is the end result that counts.

Learn to let go. The biggest problem leaders' face is the inability to let go of their own work. Sometimes they feel so dedicated to completing their own work that they refuse to let other people help. Other times, they fear that nobody else has the skills or abilities necessary to execute the work effectively.

Whatever the case may be, your first priority needs to be to learn to let go. Start small, delegating only the smallest tasks, and gradually work your way up. Get to know your team better and improve the trust among you and your board members. Take baby steps and know that eventually you will have to let go of your work if you want your team to be successful.

Play to your board members/volunteers strengths. As a leader, you'll have to learn the subtleties of your teammates. You should know each individual's strengths and weaknesses, including his or her current, and potential, range of skills.

Always include instructions. Even if the task process seems obvious to you, make sure to include instructions with each task you delegate. If you have specific preferences for how the assignment will be carried out, include that information. If you have a strict deadline or milestones you need to hit, be clear about them.

Including details and straightforward instructions from the get-go will avoid most communication gaps and will allow



your tasks to be executed effectively.

Trust, but verify. Once a task is delegated, trust your team to execute it on his or her own terms. This will allow the person to tackle the work the way he or she feels is best. However, don't be afraid to occasionally step in and verify that the task is moving along as planned. For example, if you made an assignment a week ago that's due tomorrow, trust that they are on top of things, but send a quick verification email to make sure the person hasn't hit any snags. Doing so encourages more trust and respect within your team and helps prevent breaks in communication or understanding.

LOW-COST INTERNET FOR FAMILIES IN CALIFORNIA

Help get the word out to low-income families that they may be eligible for discount Internet service at home for \$10-\$20 a month. Offers are available from AT&T, Spectrum, Comcast, Cox, and Frontier. Parents can learn if their household qualifies by visiting www.everyoneon.org/capta.



Please distribute information at your schools, community events and in your organization newsletters to parents. You can find fliers in English and Spanish and access detailed information at www.internetforallnow.org/educators_toolkit.

IT'S THAT TIME OF YEAR: TAXES

Tax Filing

If your fiscal year ends on June 30, you are required to file your taxes by November 15th. For full details of tax filing go to our Tax Filing Support Area www.capta.org/pta-leaders/services/tax-filing-support-center/.

If you cannot get the taxes filed by the due date, file for an extension. Mail this form by November 15th and get the extra time you need www.irs.gov/pub/irs-pdf/f8868.pdf.

Sales tax and your PTA

Under an exclusion in California law, PTAs are not required to collect and remit sales tax for items sold as long as the proceeds from those sales are used exclusively to support the association's exempt purpose. This means units **must pay sales tax** to vendors for items intended for sale when they purchase such items. Units are not considered to be sellers of items as a result of this special exclusion and therefore do not have to obtain Sellers's permits or file sales returns.

For more information, see "Sales Tax" in the California State PTA Toolkit at www.toolkit.capta.org/ or consult the California Department of Tax and Fee Administration's Publication 18: Nonprofit Organizations at www.cdtfa.ca.gov/formspubs/pub18.pdf.

PROCEDURE BOOKS

Start of the new year, great time to start a procedure book. We know, old school concept, but one that deserves a second look. A procedure book is a history of what you and the PTA did during your time in office. There can be notes about the way you ran a certain event, advertising you did to the school population, a budget to actual of what you spent and made at that big fundraiser. Bottom line, it is a great way to share with your successor the hits and misses during your PTA term and hopefully make things a bit easier for the next person.

Your Procedure Book does not have to be a book. Set up a flash drive with the information or upload everything to a cloud based system and share with those who need the information. The current board could upload documents by position and then there would be one procedure book for the whole incoming board next term.

Remember, everything old can be new again!

TAKE ACTION

Join the Arts Education Movement

Custom Items from the PTA Store

Apply for Scholarships & Grants



Applications for scholarships and grants are due by 5 p.m. on October 15!
APPLY TODAY



Learn of five steps you can take to increase access to arts education in your school.
LEARN MORE



Have you seen what's new in the PTA Store? Check out the new gear, plus new custom items!
SHOP NOW

How to Handle Online Scams



Read more about our best practices for PTA leaders for handling phishing and ransomware.
READ MORE

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