

PTA board-elect activities

PTA bylaws provide that following an election the board-elect may meet to begin making plans for the next term.

The board-elect may:

- Plan to attend California State PTA Convention.
- Fill vacancies in office and ratify appointments.
- Verify that council/district PTA has been provided with roster of new board members.
- Determine PTA materials needed for officers and chairmen.
- Consider ordering extra subscriptions and publications.
- Distribute copies of bylaws and job descriptions.
- Consider a survey and use the input to begin goal setting and planning activities to implement those goals.
- Set a time to meet with the site administrator.
- Prepare a master calendar for PTA events and programs. (Be aware of school district's calendar and special holidays).
- Ratify the budget committee appointed by president-elect.
- Have a proposed budget approved at the last association meeting of the year.
- Set appointments to meet with current board members to review evaluations of current term activities.
- Assure that the year-end audit is scheduled immediately following the end of the fiscal year.
- Schedule an installation of officers.
- Order membership envelopes.