



Chancellor's Parent Advisory Council (CPAC)

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PA/PTA Best Practices: Roles and Responsibilities of PA/PTA Presidents

Duties of the PA/PTA President (and Executive Board) toward the General PA/PTA Membership

- Works to represent all parents at the school.
- Be inclusive, not exclusive!
- Delegates responsibility to ensure meaningful participation of parents in school activities. Support your parent leadership – but remember, parents are volunteers so always appreciate their help!
- Works with school to create multiple means of communicating with parents (including newsletters, email distribution lists, websites, phone lists for text messaging and robocalling, and the ubiquitous back-packing).
- Serves as an ex-officio member of all committees (except the nominating committee).
- Appoints chairpersons of PA/PTA committees, with the approval of the Executive Board.
- Plans activities designed to attract and recruit parents to take part in a robust parent involvement program at the school.
- Works with school staff to resolve parental concerns and issues.
- Identifies community-based organizations and other external partners that provide services needed by students and their parents.

Role of the PA/PTA President (and Executive Board) in PA/PTA meetings

- Informs parents of schedule of PA/PTA meetings.
- Welcomes new parents to the school at first meeting of the school year. Introduces Executive Board, highlights major school events during the year, and reviews major focuses and financial goals of the PA/PTA budget. Encourages new parents to become involved.
- Presides over all meetings of both the general membership and the Executive Board.
- Ensures minutes are completed, approved, and distributed for each PA/PTA meeting.
- Conducts outreach to determine needs and interest of the general membership, including conducting school-wide surveys.
- Invites guest speakers to PA/PTA meetings on topics of interest to parents.
- Proposes fundraising goals and activities to benefit the educational, social, and cultural programs in the school.
- Notifies parents months in advance when the nominating committee will be formed and when PA/PTA and SLT elections will take place – well in advance of the required 10-days notice.

Duties of the PA/PTA President toward the Executive Board

- Works with the Executive Board to set the agenda for membership and executive board meetings.

- Conducts a review of the bylaws to assess whether they exist, are up-to-date, and reflect how the PA/PTA actually operates. A complete review is required every three years. Electronic copies of bylaws are preferred and should be readily available to members.
- Assists with the June transfer of records to the incoming Executive Board, including financial records as well as all passwords to email accounts or websites.

Financial Responsibilities of the PA/PTA President:

- Is usually one of the signatories on PA/PTA checks, but cannot sign checks to him/herself
- Works with the treasurer to ensure that all financial reporting is completed accurately and on time
- Works with treasurer and Executive Board to develop a budget for the following year, to be approved at the May or June general membership meeting.

Mandatory Memberships of the PA/PTA President

- School Leadership Team
 - MUST designate someone to regularly attend SLT meetings if he/she cannot consistently attend
 - Serves as liaison, informing the general membership of discussions and decisions taken by the SLT while taking concerns of parents to the SLT
 - Polls parents to ensure that SLT meeting is taking place at a time convenient for parent members
- School Safety Committee
 - MUST designate someone to regularly attend School Safety meetings if he/she cannot consistently attend
 - Serves as liaison, informing the general membership of discussions and decisions taken by the School Safety Committee while taking concerns of parents to the School Safety Committee
- Presidents' Councils
 - MUST designate someone to regularly attend Presidents' Council meetings if he/she cannot consistently attend. Why?
 - Presidents' Councils provide information to PA/PTA presidents on a variety of subjects that support our students and schools
 - Presidents' Councils support our PAs/PTAs – so help provide your expertise, and you may find you need your council's help and support
 - Presidents' Councils provide an opportunity to network with other parent leaders
 - PA/PTA presidents can help advocate for improvements at our schools through Presidents Councils
 - Serves as liaison, informing the general membership of discussions and decisions taken by Presidents' Council while taking concerns of parents to the Presidents' Council
 - Informs Presidents' Council of PA/PTA election results and email addresses for new PA/PTA president and/or designee

Responsibility of PA/PTA Presidents toward CECs and CCHS

- Acts as one of the “selectors” (that is, “voters”) in CEC (for elementary and middle schools), CCHS (for high schools), and D75 Council (for D75 schools) elections, along with the treasurer and recording secretary.
 - Elections take place every other year
 - Please attend the CEC/CCHS candidate forum at your presidents' council to get to know the candidates. PLEASE VOTE!