

BOARD PLANNING MEETINGS AND BOARD ORIENTATION FOR COUNCILS

BOARD PLANNING MEETING

Once the officers have been elected and the committee chairs appointed, it is time for the Council President to schedule a board planning meeting or retreat. The council engages itself in an annual planning process to determine its goals, strategies, and initiatives for the year. The intent of the planning process is to allow everyone on the board to have input on how the council will direct both its financial and human resources for the year. The steps to the planning process are as follows:

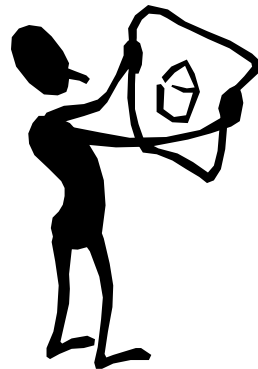
PTA Council Board Planning Process Overview

- Step #1 – Review established programs and initiatives for the upcoming year
- Step #2 – Determine the strategies that will allow the Council to achieve its goals
- Step #3 – Create a budget that supports the plan of work
- Step #4 – Approve the plans of work
- Step #5 – Have fun!!

Planning Meeting Ground Rules

It is important to establish the ground rules for any meeting, but it is even more important for a board planning meeting. By establishing ground rules, the meeting remains focused and process more effective. Keep in mind that this is a basic list and other items could be included, such as, limiting member's speaking time, parking lot rule, etc. Basic ground rules include:

- Think outside the box
- Avoid side conversations
- Be the change you want to see
- Share with the whole group
- Respect the past, look to the future
- Everyone participates
- Say it first here
- No question is a "dumb" or "bad" question
- Be open to listening
- Keep in mind the BIG picture
- We will not go back and re-discuss prior decisions
- Be accepting and open-minded
- Respect others' opinions
- Only one person speaks at a time



Executive Board Member Profile

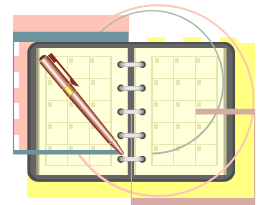
The Council Board is often made up of PTA leaders from across a county or school system and often the new members do not know each other, or at least not well. During this initial planning process, it is important to learn about your team members. An “Executive Board Member Profile” sheet is included as an example of the information that might be included.

The Council’s Plan of Work

The primary product of the Board Planning Meeting/Retreat is the Council Plan of Work. Prior to the planning meeting, distribute a Plan of Work worksheet with instructions for use to each and every officer and chairperson on the Board. A sample copy of a “Plan of Work” form is included. The completed plans of work are forwarded to the Council President according to the deadline date given. These plans of work are ultimately consolidated and the Council Plan of Work is established.

The Planning Meeting/Retreat Agenda

Allot plenty of time for the planning meeting – five (5) to six (6) hours should be sufficient – and should include refreshments and/or a meal (lunch or dinner) depending on the time of day the meeting is scheduled. If a board orientation has not been held prior to the Planning Meeting, it can be done in the first session of the meeting.



Agenda items:

- Welcome, Introductions, Icebreaker Activity
- The Basics: What is a Council? The Structure of PTA
- Council Bylaws and Standing Rules
- Council Code of Ethics
- Overview of the Board Manual
- Ground Rules
- Council Goals
- Discussion of Future Programming of the Council
- Calendar Planning
- Work Plan Discussion
- Next Steps
- Adjournment

How to Establish Council Goals

The Council Goals and Objectives must be consistent with the Goals and Objects of National PTA. Keep in mind that the role of a Council is to inform, advise, guide, and encourage the PTA leaders of local units, and to be responsive to their needs for conference, leadership training, and coordination of efforts of the member PTAs. The focus of Council includes service to units, effective parent/family involvement, and organizational effectiveness. The goals for each individual council are established based on the needs of the service area and the council’s plan of work.

PTA Council Ethics Agreement

The Ethics Agreement should be presented to board members either during the Board Orientation meeting or the Planning Meeting/Retreat. It should include everything expected of a board member. More information about a code of ethics policy is included in the “Leadership

Handbook for Local Unit and Council Presidents” and is entitled “*Setting Up A PTA Code of Ethics Policy.*” A sample statement for Councils is included here.

What’s included in the Board Manual?

The Board Manual should include information pertinent to your council, the school system, and the community in which you work. At the very least the following should be included:

- National PTA Mission and Objects of PTA
- Description and Purpose of PTA Councils
- Organizational Structure of PTA
- North Carolina PTA Information – website, resources, district map
- National PTA Standards for “FAMILY-SCHOOL PARTNERSHIPS”
- NCPTA Good Standing Requirements
- PTA Council’s Executive Board Contact List
- Superintendent’s Leadership Team Contact List
- School Directory
- PTA Unit Directory – President, Treasurer, Reflections Chair, Legislative Chair, Parent Involvement Chair, Awards Chair
- School Calendar(s) – if your system has more than one type of school calendar, include them all
- Council’s website information
- Council Bylaws
- Council Standing Rules
- Council Draft Budget
- Council Money Management Policy, including Check Request and Funds Received Forms
- Board of Education Contact Information and Election Districts
- NCPTA Advocacy Priorities
- NCPTA Advocacy Guide for NC PTA Members and Officers
- NCPTA District Director contact information

