BUILDING YOUR
BOARD OF DIRECTORS

The two types of PTA committees are **standing committees** whose work is ongoing throughout the year and **special committees** whose work is a specific short-term task. The President is invited to all committee meetings. *Learn more at LAPTA Toolkit: Board of Directors*.

The number of standing committees necessary to do the work of the PTA depends on the size of the membership, programs and activities, and the interests of the community. The newly elected President calls a meeting of the newly elected officers within 30 days of the election to appoint the standing committee chairs and fill any vacancies in the officer positions, subject to the approval of the Board of Directors. Check your Standing Rules for a list of the standing committees and their duties. The committee chairs should represent a cross-section of the membership. Recruit experienced, as well as new, Board members and committee chairs.

It is not the President's job to find all the Board of Director members and committee chairs. Get recommendations from past and current Board members, principal, teachers, office staff, and the membership. PTA welcomes all people! Filling all Board positions as quickly as possible after the election meeting permits everyone to attend LAPTA training in August and allows time for planning the coming year's work. It is okay if a few Board positions remain open as this allows newcomers to get involved in the fall.

Check your Bylaws for the positions listed on your Board of Directors. Leadership potential develops, PTA interest increases, and PTA work expands when committee members are diverse, receive training materials such as LAPTA Toolkit, utilize PTA.org, become familiar with PTA Purposes, collaborate with Board members on common goals, and maintain a procedure binder. Create committees to fit the needs, programs, and projects of your Local PTA. Use only those committees that apply to your needs.

- Advocacy
- Arts in Education/Reflections
- Public Relations
- Diversity, Equity, and Inclusion
- Environmental
- Family Engagement
- Fundraising
- Handbook/Directory
- Healthy Lifestyles
- Historian
- Hospitality
- Inclusiveness
- Library & Literacy
- Membership
- Mental Health
- Parent Education
- Programs
- Room Representatives
- Spiritual-Character-Citizenship
- Student Representative
- Teacher Liaison
- Volunteer
- Website
- Youth Protection

Special committees and subcommittees are used as a way of engaging more people in the work of PTA. The subcommittees are small workgroups that do the work for the committees. At least one committee member should serve on each subcommittee, usually as chair and the President is always invited to all committee meetings. Create special committees for a specific purpose. The committee automatically dissolves as soon as it accomplishes that purpose and presents the committee report, or the term of office ends.

The principal is a member of the PTA Board and, oftentimes, is the only constant in an ever-shifting leadership group. A good working relationship between the principal and a healthy PTA can lead to a great learning environment for students and families. The PTA President and the principal must communicate regularly and work together for the good of all concerned. Presidents need to remember that they are in the principal's school as a guest; however, the principal must also understand that the PTA is governed by its Bylaws, which may limit the PTA's response to some requests from the school. See *Dos and Don'ts of Partnering with Administrators* later in this section. A **teacher** may serve on the Board and a **student** may serve on the Board especially for PTSAs. See *Dos and Don'ts of Partnering with Teachers* later in this section.

To communicate effectively with the Board, use a good app such as GroupMe or Band App. Board members shall use PTA emails that are handed down from year to year and not personal emails. President, Treasurer, and Secretary shall keep a list of all passwords and recovery information.