

PTA ORGANIZATIONAL MEETING AGENDA

Meeting Location: _____

Date: _____

Opening

- Call to Order and selection of the Chair
- Appointment of temporary Secretary
- Introductions of special guests
- PTA Mission Statement: The Mission of PTA is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

Move to Organize: The Chair calls for a motion to organize a local PTA. The PTA is officially established when the motion is made, receives a second, and is carried by a majority vote by voice.

Bylaws:

- Reading or completion of the Bylaws
- Move to adopt the Bylaws

Intermission: Collection of PTA membership dues online and with paper form.

Call to Reconvene

Election of Officers:

- Nominating Committee's report, if available
- Call for further nominations from the floor
- Election of Officers
- Installation of Officers

Appointments: The Chair turns the meeting over to the newly elected President.

- Appointment of Authorized Bank Signers
- Authorization of Debit cards, if allowed
- Appointment of Budget Committee Members
- Announcement of first General Membership meeting date and time
- Membership and volunteer sign up are available year-round.
- Next steps to establishing the PTA
- Other

Adjournment

To JOIN or VOLUNTEER, go to
_____.Givebacks.com.