



The end of the year is quickly approaching and you don't have some (or all) of your PTA Officer Positions filled. **DON'T PANIC.** There are some things the Board can do that may help you fill those empty positions...

EXAMINE YOUR JOB DESCRIPTIONS

Are the positions ill defined? Time consuming? Not meaningful? Does the position need to be realigned to your goals? Can the position be shared? Does your local unit make the provision in your standing rules for Co-officers? Do you have a written description of the duties of the office, including meeting dates, leadership training opportunities and support available? Are you specific about the kind of talents/skills the position requires? Is your job description welcoming and written with a positive tone? Thanking them for volunteering (as if they had already accepted the position.)

ADVERTISE YOUR NEEDS

Use every means possible to let members and non-members alike know that you are looking for just the right person to lead your PTA into great things. Ideas for advertising...newsletter, weekly bulletins, e-mail, web site, community news, bulletin boards, posters at the school, word of mouth, person-to-person, telephone calls, notices and fliers at meetings (non-PTA sponsored events.) Kindergarten Round Up. Develop an eye-catching flier that encourages participation at all levels. Make it sound like you are inviting them to the most important group in the community!!! Toot your own horn about the PTA's accomplishments (Award-winning!) and let everyone know that they are missing something if they don't get involved. Advertise in everything as often as you can. You never know when that one person who is ideal for the job is going to read your notice and get involved.

HOLD A MEETING

If this is possible, hold another general membership meeting before the end of the school year. Many PTAs have one more meeting to finalize and vote on the Budget, adopt new standing rules, and recognize award winners and volunteers. If you have another meeting, call for nominations from the floor for your empty positions. In the flier for this meeting, announce the vacancies, a short job description and a contact person if anyone needs more information before being nominated and elected.

NOTIFY THE COUNCIL AND STATE PTA OFFICE OF WHO YOUR NEWLY ELECTED OFFICERS ARE

Doing this keeps the information flowing to you. To do this, go into the membership enrollment site BEFORE June 30 and go to the members info list. Click the box for the office that they will be holding. If you have questions about accessing the membership enrollment area of the state website, contact Melissa at manderson@wastatepta.org. The state office will be closed beginning Monday, April 26 to May 10 so if you can do this now, you will be ahead of the game and less likely to forget.

KEEP YOUR EARS OPEN

You never know who may move into your neighborhood over the summer. Ask around. Don't forget parents of Kindergartners. Talk to fathers too. Find out what areas of interest your members have. Has anyone had PTA leadership experience in the past? Find out what their passion is and see if it works with the goals of your PTA.

ATTEND TRAINING OPPORTUNITIES. INVITE BOARD MEMBERS TO ATTEND

Convention, region and council meetings are open to any interested member, to get more information and to explore what PTA is all about. Invite new people to come to training with you. Go ahead and have them attend the PTA Essentials class or Money Matters with you.

PREPARE FOR THE FALL—ESPECIALLY FOR OUTGOING OFFICERS

Get your ducks in a row for the fall. Pay all the PTA financial obligations! Adopt a budget, review and adopt standing rules, gather and update procedure books, audit current financial records. Turn over all records to incoming executive committee. Don't forget stuff like IRS correspondence and records that assist in filing 990EZ. Make sure that your incorporation is up to date. Do an inventory of supplies, re stock paper products, etc. Again, turn in the name of your elected officers to council and state to keep the information flowing. Attend convention, region training and council meetings.

ADVERTISE AGAIN IN FALL. DON'T GIVE UP (SEE NOTE ON ADVERTISING ABOVE)

❑ **AVOID ELECTING THE "WARM BODY"**

Even though it is more comforting to have a name for each position on your slate, it may be more detrimental in the long run to put that warm body into the mix. Someone who does not take the position seriously, who doesn't attend the meetings, who doesn't understand or support your PTA's goals and programs, will eventually do more harm than good. Try not to recycle your past officers, by moving them to another position, or renaming the position to make it "legal". Remember, officers and board members are to serve no more than two consecutive years in the same position. If necessary, the executive committee can appoint someone to serve in a position until another candidate can be found. Make sure that it is very clear that this is a temporary appointment.

❑ **IF YOU FIND SOMEONE AND THEY WANT TO SERVE BEFORE AN ELECTION CAN BE HELD**

The executive committee can appoint a member to serve in a position as a pro tem officer until an election can be held. Make sure they are a member of your PTA. Make sure that you have the election, calling for nominations from the floor, with a quorum present! Don't go past your next general meeting without an election!

❑ **DON'T DISCUSS DISSOLUTION!!**

If a PTA is struggling to find officers, that does not mean your PTA has to dissolve (or fold). If your board of directors has done everything that is possible to interest new leaders, but still can't attract anyone, you still do not have to dissolve. There are many options still open. If your board begins to discuss dissolving the unit, it will send the wrong message to your members (we have tried it all, Now we give up and you should too). You may scale way back and do the minimum (file your incorporation, have a membership campaign and enroll at least 25 members, file your charitable solicitations, file the 990EZ if necessary). Your board may choose to run only one or two programs, instead of a dozen...You may be completely dormant and communicate regularly with the state PTA office, region director, council leaders about your progress.

TO DISSOLVE A PTA, IT TAKES 2/3 MEMBERSHIP VOTE. ALL FINANCIAL OBLIGATIONS OF THE PTA MUST BE TAKEN CARE OF, AND ANY MONIES MUST BE DONATED TO ANOTHER 501©3 ORGANIZATION OR GIVEN TO THE STATE PTA. A PTA CAN BE DORMANT FOR A COUPLE OF YEARS BEFORE A DISSOLUTION VOTE HAS BEEN TAKEN.

❑ **TO AVOID VACANCIES NEXT YEAR...**

Work diligently to mentor others to take the position sometime in the future.

Whatever you do, DON'T PANIC. Kent Area PTA Council, Region 9 and the State Office are here to serve you anyway we can. If you need more ideas for outreach or leadership development, just let us know. We will help in anyway we can.

