



ADMINISTRATIVE GUIDELINES	Recommended Date	Completed (Date & Initial)
1. Submit names and contact information of Incoming Officers by May 1, and Incoming Chairs by August 31, to the state office.	May 1 August 31	
2. Bylaws on file at the state office, a copy of the Bylaws is given to all board members.	November 15	
3. Meetings: Prepare a calendar of the year's meetings and events, includes Georgia and National PTA events. (Upon request copy of calendar sent to Council and District.)		
4. All committees developed respective Plans of Work and submitted to the Executive Committee for approval.	Before School Begins	
5. Submit a copy of the PTA Audit/Financial Review to the state office.	Last Business Day in Sept.	
6. Operate within and maintain an approved working budget (for the year). The budget and Audit Report should be approved by the general membership.	September 30	
7. Submit all State and National portion of membership dues to the state office on a monthly basis, and Council dues and fees.	Monthly	
8. Send at least one representative to attend all Council meetings, and District Fall and Spring Conferences.		
9. Set a membership goal to increase last year's membership. A realistic goal is Target membership, or 2% increase (last year's final membership number plus 2%).	Target membership or 2% increase	
10. Attend Georgia PTA Convention Leadership Training.		
11. <u>Attend any two of the following State or National events:</u> National PTA Convention; PTA Day at the Capitol; Georgia PTA Advocacy Conference; PTA University; District or Council School of Information or other workshop; Report Writing workshop.		
12. Attend at least one (1) local School Board of Education meeting, and submit a report to the board of directors.		
13. Insurance: Purchased PTA insurance.	September 30	
14. <b><u>ACHIEVE THE MODEL PTA STATUS:</u></b> Submit The Model PTA Award Cover Sheet and a completed copy of the Living Document, <i>or</i> the Outstanding Local Unit PTA Report.	Postmarked on or before the second Friday in March	