



PTA Unit Annual Timeline

The first, and usually best, resource for answers to your questions is your bylaws.

Each Month	<ul style="list-style-type: none"> • Send two delegates to Council meetings • Secretaries send (approved) minutes to webmaster to post online
August	<ul style="list-style-type: none"> • Identify school events where membership drives can be set up and manned
September	<ul style="list-style-type: none"> • Review, present and/or propose budget for coming year • Determine if/when annual bookkeeping audit has been/will be performed; schedule same • Select delegates to attend Council meetings • Make sure membership chairperson knows that all membership cards expire the following year on 9/30. That is the date that is written on the membership cards • Set dates for book fairs, dances, market days, fairs, festivals, parties, etc. and send dates/info to webmaster
October	<ul style="list-style-type: none"> • Vote on budget
November	<ul style="list-style-type: none"> • Select delegates to assist Council in Founders Day planning
December	<ul style="list-style-type: none"> • Send delegates to Council Founders Day planning meeting
January	<ul style="list-style-type: none"> • Select nominations committee • President selects and submits nominations to PTA Council president for Founders Day awards (and makes sure those honorees receive tickets to FD dinner—gratis)
February	<ul style="list-style-type: none"> • Founders Day Dinner • Make sure membership info is complete and sent to state office by 28th and return all unused cards
March	<ul style="list-style-type: none"> • Nominations committee presents slate to general membership
April	<ul style="list-style-type: none"> • Election takes place among each unit's general membership and at Council
May	<ul style="list-style-type: none"> • Select participants for annual bookkeeping audit (no less than 3 unit members) • Scholarship Dinner (Council officer and PTA President installation)
June	<ul style="list-style-type: none"> • Perform annual bookkeeping audit outside of regular meeting • Make sure there's a membership chairperson in place for new school year • Old/new officers prepare calendar for coming year for Public Relation Dept's inclusion into district calendar
Every Three Years	<ul style="list-style-type: none"> • Update Bylaws