



*everychild.one voice.*

# Officers' Manual 2008-2009

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"If I wanted to see a template for an annual budget, where would I find it?"

"How do I access my local unit's membership database?"

"Where would I find a copy of the bylaws?"

These questions and more are asked weekly (sometimes daily!) by local unit leaders and members. And the answer is always the same: "You'll find that in your Officer's Manual." Each local unit is given one on a disc at the beginning of each year and it may also be accessed online at [www.oregonpta.org/Resources/officerhandbook](http://www.oregonpta.org/Resources/officerhandbook). As PTA leaders and members, you may print as many copies as you believe you will need for your unit's leaders and members.

The manual was written for Oregon PTA leaders; meant to help you navigate through your year as a parent leader. In it you'll find a timeline for submitting membership lists, officer's lists, budgets, and other required documents. Information about various leader positions and programs is found in this manual. How to conduct a Reflections program; how to run an advocacy campaign; how to apply for recognition awards all may be found there.

Do we expect you to read it? Well, the teacher in me says, "Of course!" The busy volunteer mother in me says, however, "Open the disc, page through it and see what's there, copy specific sections for specific individuals (your treasurer and Reflections chair, for example) and then remember where you saw the information. As issues arise (and they will arise) you'll know where to look for the answers.

I also know that some questions just need to be talked through. At the very beginning of the manual you'll find a contact sheet for your entire Oregon PTA Board of Directors. Your first call should always be to your region director. They are the nearest to you and they are likely already familiar with issues you have. But at any time, you may contact any member of the board. I do ask, however, that you are patient with us. Like you, we are all volunteers and also have families who rely on us. So, if we take more than a day to return your call or email, understand it is not because we do not care - we may be caring for our own children.

I'm looking forward to a terrific year with Oregon PTA and I hope you are, too!

Anita Olsen, President  
Oregon PTA

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# Foreword

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**This Oregon PTA *Officers' Manual* is an instructional resource for Local Unit Officers of Oregon PTA. It should be used in conjunction with the National PTA *Quick Reference Guides*.**

This manual is intended to provide general information regarding areas of PTA involvement and responsibility. It does not seek to duplicate other information that you will receive during the year, but rather guide you toward information, materials, and other resources.

It is the responsibility of the president of each local unit to become familiar with the contents of this manual and to share the information found here with all other officers of the Local Unit. While each Local Unit will receive one Officer's Manual on disc, it is recommended that each president copy and distribute the appropriate sections of this manual to the applicable officers and committee chairs. Additional copies, either in disc or hard copy, may be purchased through the state office. It is also available on line in the Member's Only section of the Oregon PTA Website.

The members of the Board of Directors of Oregon PTA who have worked to put this *Officer's Manual* together hope it will help you to better understand your roles and responsibilities as PTA Leaders. If you have questions or concerns, please contact individual board members directly or through the Oregon PTA office at (503)234-3928 or by email at [or\\_office@pta.org](mailto:or_office@pta.org)

***We are truly here to assist YOU, the leaders of the Local Unit, and want to aid you in your work on behalf of children and youth!***

You are encouraged to reproduce any of the materials found in this Officers' Manual, as well as any other materials you may receive from Oregon PTA or National PTA. Please share these materials with your fellow PTA leaders.

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Bylaws

## *PTA Vision*

*Making every child's  
potential a reality*

## *PTA Mission*

- ◆ *A powerful voice for all children,*
- ◆ *A relevant resource for families and communities, and*
- ◆ *A strong advocate for the education and well-being of every child*

# PTA Values

**Collaboration:** *We work in partnership with a wide array of individuals and organizations to accomplish our agreed-upon goals.*

**Commitment:** *We are dedicated to promoting children's health, well-being, and educational success through strong parent, family, and community involvement.*

**Accountability:** *We acknowledge our obligations. We deliver on our promises.*

**Respect:** *We value our colleagues and ourselves. We expect the same high quality effort and thought from ourselves as we do from others.*

**Inclusivity:** *We invite the stranger and welcome the newcomer. We value and seek input from as wide a spectrum of viewpoints and experiences as possible.*

**Integrity:** *We act consistently with our beliefs. When we err, we acknowledge the mistake and seek to make amends.*