



# ***Successful Board Management***

## ***Building and Leading the Team***

***Deb Fritz, NSR  
National PTA***



# *Overview*

- **Effective Board Teams**
- **Role of PTA Leaders**
- **Meetings**



# ***Leadership and Management***

- **Management is business**
- **Leadership is people**

*The key to successful leadership today is influence, not authority.* ~ Kenneth Blanchard



# *Effective Board Teams*

- **Retreat/Orientation**
- **Board protocols**
- **Vision, Mission, Goals**
- **Collaboration**
- **Annual calendar**



# ***Learn and Share Information***

- **PTA Trainings**
- **Councils**
- **Region Director**
- **Service Delivery Teams**
- **State PTA office**



# ***Build Positive Relationships***

- **PTA**
- **Parents**
- **Principal, School Staff**
- **School Board, School District**
- **Council**
- **Region**
- **Community businesses**
- **Media**



# ***Professionalism***

## ***Volunteers in Non-profits***

- Understand the benefits of training, learning experiences***
- Understand the importance of strong communication and interpersonal skills***
- Understand the significance of credibility***
- Understand the message and the mission***



# ***Standards and Practices***

- ***Commitment and Dedication***
- ***Working Knowledge***
- ***Expectations and Responsibilities***
- ***Effort for the Association***
- ***Accountability***
- ***Conflict Resolution***





## ***Share A Vision***

- **Seek to meet the needs of customers (members)**
- **Stay focused on emerging change and needs**
- **Take chances with traditional methods**



## ***Share A Vision***

- **Seek to understand root causes that shape issues**
- **Look for creative connections**
- **Recognize that diversity expands creativity, innovation and organizational learning**



# ***Recruit/Retain Volunteers***

- **Positions to people**
- **Clear expectations**
- **Meaningful and manageable**
- **Empower and support**
- **Communicate**
- **Recognize**



# ***Officers and Board***

- **Future focused and Entrepreneurial spirit**
- **Risk Takers**
- **Communicators and Relationship Builders**
- **System Thinkers**



# ***Committee Chairs***

- **Standing Rules committee list**
- **Approved by Executive Committee**
- **Vacant positions**



# ***PTA Committees***

- **Timeline**
- **Budget**
- **Progress reports**
- **Communication**
- **Procedure Notebooks**
- **Empowerment**



# ***Speak for the PTA***

- **Council meetings**
- **School**
- **School Board**
- **Community**
- **Media**



# ***Preside at Meetings***

- **Executive Committee**
- **Board of Directors**
- **General Membership**
- **“Special”**





# ***Before the Meeting***

- **Call to Meeting**
  - Date, time, location, agenda requests
- **Committee reports**
- **Financial Reports**
- **Previous Minutes**



# ***Agenda Preparation***

- **Unfinished business**
- **Previous minutes**
- **Annual goals for PTA**
- **Committee reports**
- **Requested agenda items**



# *Effective Agendas*

- **Purpose of each item**
  - Information
  - Discussion
  - Action
- **Order of items**
- **Time constraints**



# ***Meeting Management***

- **Parliamentary procedure**
- **Discussion techniques**
- **Majority vs. Consensus**
- **Time keeping**



## ***After the Meeting***

- Evaluate
- Meeting results
- Meeting minutes
- Action steps
- “Parking lot talk”



# ***Do the Right Thing***

- **Set priorities**
- **Manage your commitments**
- **Find a source of support**
- **Take advantage of resources**
- **Take care of yourself and family**
- **Have fun!**



# ***Legacy of Leadership***

- **When the next board comes in, they..**
  - Are prepared
  - Understand that commitment
  - Appreciate the challenges
  
  - Are proud to continue the legacy...



# ***Legacy of Leadership***

- **When the next board comes in, they..**
  - Are prepared
  - Understand that commitment
  - Appreciate the challenges
  
  - Are proud to continue the legacy...





# ***Celebrate Good Work***

- **Advocacy on behalf of children and families**
- **Collaboration with other groups**
- **A professional standard of communication**
- **A business model for future success**



# Questions?

# ***Thank you for your participation!***

Deb Fritz

- National Service Representative
  - [dfritz@pta.org](mailto:dfritz@pta.org)
  - 571-329-9345
  - National PTA
  - [www.pta.org](http://www.pta.org)