

How Are We Doing?

A Checklist for Principals and PTA Presidents

Principal

Do you ...

- Attend all meetings?
- Schedule time to plan with your PTA president?
- Inform you PTA president about school plans and needs?
- Feel that you know and understand PTA and how it must operate?
- Encourage your teachers to participate in PTA meetings, programs and activities?
- Take care not to “dominate” the PTA?
- Make your PTA feel welcome and an integral part of the school?
- Invite your PTA president to attend some faculty meetings?
- Cooperate with the PTA in the use of school facilities?
- Refrain from asking your PTA to buy equipment that should be purchased by the school district?
- Guide your PTA away from activities that should be reserved for administration?
- On common causes, educate parents and bring issues to their attention?
- Work well with others and give credit where credit is due?

PTA President

Do you ...

- Invite the principal to all meetings and activities?
- Consult the principal, early in the year, on all plans?
- Build some of your PTA programs around school programs
- Seek opportunities to understand your school better?
- Take care not to make too many demands or interrupt or interfere with school programs?
- Work to be inclusive of all board members?
- Train your volunteers on school policies and procedures?
- Display a friendly attitude with everyone (staff and PTA members)?
- Organize adequately?
- Remember the mission of PTA and spend wisely?
- Leave administrative problems and procedures to the board of trustees and the administrators whom they employ?
- Provide the advocacy for common causes?
- Work well with others and give credit where credit is due?