

2009 NOVA District Workshop Description

Workshop Name

September 26, 2009

Session 1: 9:00am — 10:15am

100 President

This workshop will concentrate on best practices for leading your PTA, working with board members and school staff, and finding the resources you need to help your PTA reach its full potential. Emphasis will be given to bylaws and legal requirements as well. With some planning and time management every president can be successful and enjoy this leadership experience. **Target Audience: Presidents, Vice Presidents, President-Elects**

101 Treasurer - Part 1

Review the PTA Treasurer's responsibilities and requirements. Topics include preparing a budget, bylaw requirements, depositing and spending PTA funds, submitting required forms/reports and new IRS rulings. This workshop is a track with Part 1 and Part 2. Need to attend both to receive full benefit. **Target Audience: Treasurers, Officers**

102 Reflections – Part 1

“Beauty is...” - National PTA celebrates 40 years of Reflections with this exciting theme. Come to this workshop and learn the Who, What, and When of Reflections! This workshop is for the beginner or experienced chair. Participants will review the Reflections Handbook (which includes all forms), get advice, suggestions, and answers to questions about how to conduct a successful Reflections program - from applications, promotion, judging and sending entries to the council then district levels. Come and share best practices. This workshop is a track with Part 1 and Part 2. Need to attend both to get full benefit. **Target Audience: Reflections Chairs, Arts Committees, General Interest**

103 Secretary

Record the facts not the conversations. Learn how to record accurate minutes. Learn the duties and responsibilities of secretaries as outlined in the Bylaws. Receive tips on taking and recording appropriate minutes, getting minutes approved, and presenting them at PTA meetings. Learn duties as a member of the Executive Committee: ballot voting, motions, etc. **Target Audience: Secretaries, Parliamentarians, Officers, Committee Chairs**

104 Hot Legislative Topics in Virginia

Learn what issues are hot right now, and what issues will be hot in the coming year. How will new legislation affect children, families, and education in Virginia? Learn about how and why you should create and build a legislative committee at your local unit PTA. **Target audience: Legislative Committee, Officers, General Interest**

105 OMDR Plus (National PTA Workshop)

OMDR is now OMDR Plus! Learn about the National PTA's new service designed to assist you with the challenges of running a PTA. Review the database support system being implemented by National PTA. The system allows PTAs to upload their membership via excel spreadsheet from any computer. The OMDR database is designed to help you keep track of your members, produce mailing labels, communicate with your members, and more. Come learn OMDR's latest features and capabilities. **Target Audience: Officers, Membership Chairs, General Interest**

106 Fundraising / Ways & Means

Have all your questions answered about fundraising. This session will answer...WHY PTAs fundraise, HOW to fundraise, WHAT to use as fundraisers, what are some of the restrictions on fundraising. Information will be presented on Direct Donation campaigns, Company Product Sales information, and Community fundraising including PTA events. **Target audience: Treasurers, Ways & Means VP/Chairpersons and Presidents**

107 The Language of Leadership (National PTA workshop)

Participants will learn information focused on PTA leadership, communication, and motivation. This workshop is offered to enhance new or experienced PTA members' leadership skills. New PTA leaders will appreciate understanding effective styles of leadership, and motivational ideas to keep volunteers engaged in the life of their PTA. Experienced PTA members will appreciate thinking about leadership and motivation “outside the box” of traditional thinking. This workshop for experienced members will introduce several new ideas and remind them of classic tried and true methods as well. **Target Audience: Presidents, Presidents-Elects, Officers, future leaders**

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General Session 10:30 — 11:30am

District Board Meeting; Legislation Meeting – 2010 VA PTA PLPs, VA PTA Proposed Bylaws

Review: 2009 Proposed Legislation Program will be presented; Discussions will be held regarding the proposed VA PTA bylaws to be adopted at Convention.

Location: Cafeteria- all attendees (Refreshments, meet with Exhibitors, door prizes awarded)

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Session 2: 11:45 am — 1:00 pm

200 President Advanced Training

There is always more to learn. This workshop is designed for returning presidents. Get tips and advice on how to make your PTA grow. Learn where to get additional resources and share with other experienced leaders for new ideas. Bring your ideas and your questions to this workshop that is geared for experienced presidents. **Target Audience: Presidents, Presidents-Elect, Officers, future leaders**

201 Treasurer – Part 2

A continuation of Part 1 with a more detailed review of: Audit and Budget procedures, the new 990 filing requirements, and 501 (c) (3) determination letters. Review how to complete IRS Form 990, the reporting document for all PTAs. This workshop is a track with Part 1 and Part 2. Need to attend both to receive full benefit. **Target Audience: Treasurers, Officers**

202 Reflections – Part 2

Continuation of Reflections Part 1: Come to this workshop and learn the Who, What, and When of Reflections! Participants will review the Reflections Handbook (which includes all forms), get advice, suggestions, and answers to questions about how to conduct a successful Reflections program - from applications, promotion, judging and sending entries to the council then district levels. Come and share best practices. This workshop is a track with Part 1 and Part 2. Need to attend both to get full benefit. **Target Audience: Reflections Chairs, Arts Committees, General Interest**

203 How to Chair a Committee/ Nominating Committees and Elections

You can't say "NO" and just found yourself as a committee chair in your local unit. This workshop will provide you with the informational tools you will need to become a successful chair. Excellent idea sharing opportunity for new and returning committee chairs! Nominating Committee & Elections timelines will also be discussed. **Target Audience: Committee Chairs, Officers, General Interest**

204 Helping Your Child and School on a Shoe String Budget

PTA does not wish for you to nickel and dime your parents to death, so what do you do to sustain your PTA and still help the children in your home, school and community? This workshop is for every PTA that is making a difference. **Target Audience: Ways & Means Chairs, Officers, General Interest**

205 Everything You Need to Know to Increase Membership (National PTA Workshop)

This workshop is designed to introduce new and returning membership chairs to membership materials, the handbook, and forms needed for a successful membership year. This workshop will give you the ABCs and 123s of running a successful membership campaign. **Target Audience: Membership Chairs, Officers, General Interest**

206 ABC's of Male Involvement in PTA

Studies show students perform better when BOTH parents are involved in education. Men and women think differently and bring different perspectives to PTA. PTAs are more vibrant and more appealing to all when both men and women work together. Join with us as we explore the ways that your PTA can benefit from the ABCs of male involvement. **Target Audience: Officers, General Interest**

207 Building Inclusive PTAs (National PTA Workshop)

Learn about the key elements of having a successful diverse community partnering with your PTA and school. Diversity encompasses many dynamics and enlightens our perspective on the future of leadership. It is more than ethnicity, language and color. It's about values, culture and competencies that make us who we are. *We will have a Multicultural Parents Panel to explore values, customs and educational goals to assist PTAs with their community outreach.* Join us as we create the tapestry that gives us power through diversity. **Target Audience: Diversity Committee, Officers, Committee Chairs, General Interest**

208 Strategic Plans / Blueprints for Success

In order to keep your PTA energized and focused, you need to have a strategic plan. Learn how to establish practical goals for your executive board, local unit, or council that will challenge your parent volunteers and build commitment towards improvement. This workshop will discuss the strategic planning process and provide information and tools to help you conduct a half-day planning session for your own group. **Target Audience: Officers, Committee Chairs, General Interest**

Thank you for participating in the Northern Virginia District PTA Leadership Training. Please join our Northern Region Delegates at the 2009 VA PTA Convention at the Fredericksburg Expo & Convention Center, November 13-15. Please review Registration information at: www.vapta.org We look forward to seeing you there!