



## Pennsylvania PTA Virtual Convention Schedule October 3, 2020

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8:30 am – 8:45 am	Welcome from State President, Tara Purcell and Convention Chair, President-Elect, Marie Merkel
8:45 am – 9:15 am	Session 1 (Choose: Secretary or President/Vice-President)
9:15 am – 10:00 am	Session 2 (Choose: Treasurer or Bylaws)
10:00 am – 10:15 am	Break
10:15 am – 12:30 pm	Pennsylvania PTA Business Meeting***
12:30 pm – 1:30 pm	Lunch & Learn
12:30 pm – 12:45 pm	Q & A for Officers
12:45 pm – 1:00 pm	Q & A for Reflections
1:00 pm – 1:30 pm	Q & A for Elections
1:35 pm – 2:35 pm	<b>“Working with Difficult People”</b> with Michele Morrow Are there people who make your life a bit “stressful” or who can be a bit “challenging”??? This interactive session will help attendees deal with these “challenging” individuals a little bit better. Attendees will learn about the different types of personalities and perhaps, why they do what they do. Hopefully making your life just a little less stressful!
2:40 pm – 3:25 pm	Session 3 (Choose: Advocacy or Membership)
3:30 pm – 4:15 pm	General Meeting #2 (if needed) and a demonstration on how a meeting should be run... join the Pennsylvania PTA Board of Managers as they hold a mock meeting and explain the whys and hows of meeting etiquette.

\*\*\*Please plan on attending this very important business meeting so that all items on the agenda may be voted upon. Time has been built in for delegates should they wish to discuss the motions on the floor.



# **Pennsylvania PTA**

## **Virtual Convention Schedule**

### **October 3, 2020**

#### **Convention Workshops**

Session 1: **Secretary - It's the minutes (not the hours)**

In this workshop, you will learn what should (and what should not) be in the minutes. Minutes are the record of the actions taken at the meeting. They serve as the official documentation of the business that occurred at the meeting.

**President/Vice-President - Congratulations... You're Elected! Now What?**

What are the basic roles and responsibilities of a local unit president? Of a vice-president? How do you set an agenda, work with your board, and run meetings? Where can you find resources and support? Join this session for a leadership "directory" of information and assistance, answering these questions and many more!

Session 2: **Treasurer – Bits of Basics and Managing Finances Virtually**

PTA Treasurers play a crucial role in maintaining the health of the association. This session will review budgets, financial reports and conducting a PTA audit and how all these can be done virtually. What options are available?

**Bylaws – What are they and why do we have them?**

Bylaws - What are they and why do we have them? How can we use them correctly during the pandemic? Learn about the process for updating or amending bylaws by using the current model. Bring your questions for this interactive workshop.

Session 3: **Advocacy - I Want to Advocate But I'm Not Sure How**

Ever think to yourself... "Someone needs to speak up about that problem" ... but felt that you couldn't be the one because you didn't know how or felt that no one would listen? Believe it or not you can be that person who speaks up for themselves and/or others. You can be the advocate your child needs.

**Membership: – Making the Connection**

Learn how important membership is to your PTA as you navigate through this new way of educating our children and interacting with the community. This session will delve in to membership by talking about what your PTA can do best: communicating with school parents, creating a sense of community, and supporting school families as they adapt to a new normal. MemberHub, a tool to better engage families and grow membership will be discussed. You will learn how it can be used to keep families in the loop with email and text communication tools and so much more.