

Insert PTA
Logo here

EXECUTIVE BOARD

DATE and **TIME**

ZOOM LINK or Location

LINK TO SLIDES

Replace Office with Full Name of Officer.

Adjust Times as needed

1.	Call to Order	Full Name, President	0:00
3.	Minutes	Full Name, Secretary	0:05
4.	Principal's Report*	Full Name, Principal	0:10
5.	Teacher Representative Report*	Full Name, Teacher Representative	0:20
6.	Treasurer's Report - Treasurer's Report [F] - Ratify Checks [M] or Pay The Bills [M] - Financial Report	Full Name, Treasurer	0:25
7.	financial reviewer's Monthly Report	Full Name, financial reviewer	0:35
8.	President's Report for Current Year Elect Nominees for Open positions [M], if applicable	Full Name, President	0:40
10.	VP Reports, including Parliamentarian and Historian Treasurer: Authorize Spending [M] based on VP reports	Full Name, VPs (list all here)	1:05
11.	Adjourn	Full Name, President	1:30

- *Rearrange to accommodate the Principal and the Teacher Rep when the PTA meeting is during the school day.
- [F] Report is filed.
- [M] Motion requires second and vote to be adopted or to be sent on to the Association for adoption