**GENERAL ASSOCIATION**
**(DATE)** and (**TIME) of meeting**
**(ZOOM LINK or Location)**
**(LINK TO SLIDES**)

Replace Office with Full Name
Adjust time, as needed

| 1. | Call to Order | Full Name, President | 0:00 |
|---|---|---|---|
| 2. | Minutes | Full Name, Secretary | 0:05 |
| 3. | Principal's Report* | Full Name, Principal | 0:10 |
| 4. | Teacher Representative's Report* | Full Name, Teacher Representative | 0:20 |
| 5. | Treasurer's Report for Last Year <br> ● Treasurer's Report [F] <br> ● Ratify Checks [M] or Pay The Bills [M] <br> ● Annual Financial Report | Full Name, Past Treasurer or Treasurer | 0:25 |
| 6. | Auditor's Report for Last Period [M] | Full Name, Auditor | 0:35 |
| 7. | Announce new Board/Chair members Programs, Events, & Fundraisers [M] | Full Name, President | 0:40 |
| 8. | Treasurer's Report for Current Year <br> ● Budget [M] <br> ● Release of Funds [M] <br> ● Treasurer's Report [F] <br> ● Ratify Checks [M] or Pay The Bills [M] | Full Name, Treasurer | 0:45 |
| 9. | Announce updates to Board and Key Chairs, Parliamentarian <br> ● Appointment of Audit Committee [M] | Full Name, President | 1:00 |
| 10. | VP Reports, including Parliamentarian and Historian | Full Name, VPs (list all here) | 1:05 |
| 11. | Authorization for Expenditures - Board only [M] | Full Name, Treasurer | 1:25 |
| 12. | Adjourn | Full Name, President | 1:30 |

● *Rearrange to accommodate the Principal and Teacher when the PTA meeting is during the school day.
● [F] Report is filed.
● [M] Motion requires second and vote to be adopted.