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 for Last Year ● Treasurer's Report [F] ● Ratify Checks [M]or Pay The Bills [M] ● Annual Financial Report	Full Name, Past Treasurer or Treasurer	0:25
7.	Auditor's Report for Last Period [M]	Full Name, Auditor	0:35
8.	President's Report for Current Year ● Ratify Parliamentarian [M] ● Elect Nominees for Open positions [M], if applicable ● Programs, Events, & Fundraisers [M]	Full Name, President	0:40
9.	Treasurer's Report for Current Year ● Budget [M] ● Treasurer's Report [F] ● Ratify Checks [M] or Pay The Bills [M] ● Conflict of Interest/Whistleblower Form	Full Name, Treasurer	0:45
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