



Officer Training and Vendor Fair

September 30, 2017

Arlington Professional Development Center

1111 W Arbrook Blvd, Arlington 76015

7:30 - 8:00 Registration

7:30 – 10:30 Hospitality

7:30 – 2:00 Vendor Fair

8:00 – 10:30 Training Session 1

_____ **Foundations Part 2 – Must Complete Part 1 online first**

Do you need help understanding the roles of your fellow officers? This class is designed to help you understand the roles of each office and help your PTA succeed!

11:00 -12:00 Training Session 2

_____ **President**

This class is designed to inform and equip our Presidents to have a successful year.

_____ **Treasurer**

This class is designed to equip our Treasurers with the knowledge they need to maintain local PTA finances.

_____ **Secretary**

Minutes, Record Keeping, and Plans of Work, OH MY!

_____ **Arts in Education/Reflections**

Discussing the theme, requirements, and ideas for making your Reflections event a success.

12:15-12:45 Training Session 3

_____ **Bylaws Update Round Table**

Have you heard about the changes to Bylaws and Standing Rules? Do you need to update your bylaws? This round table will help you understand the changes that TX PTA has made.

_____ **Questions & Answers-**

Need help or have questions about PTA? During this round table discussion we will help answer questions and offer guidance for our local PTA leaders.

1:00 Door Prizes (must be present to win!):

Please return one registration form per person

** Note: Each board member is required to be a graduate of the Foundations Parts 1 & 2 as stated in your Local PTA bylaws.*

*The cost of the online course should be a budgeted expense for your officers.
Please RSVP to assure sufficient materials are prepared.*

____ I will be attending Training/Workshops -FREE

____ I will be attending Foundations Leadership Orientation - FREE

Name _____ Phone _____

Email _____

PTA _____

Position _____

MAIL REGISTRATION FORMS BY SEPTEMBER 22, 2017

Send to

Leanne Haynes

5112 Antony Court, Arlington, TX 76017

(817)247-8769

Classes may be added or removed depending on responses received.

Please watch the Arlington Council web site for up to date listings at:

For more information, please contact Leanne Haynes.

Don't see a class listed that you would like us to offer? Share it here and we may be able to offer it in the spring:
