

YOUR ROLE AS PRESIDENT

The role of the **President** is to

Maintain your school's bylaws and policies

Build community

Facilitate meetings and conflict resolution per your policies/bylaws

Model professionalism and neutrality

Represent the rules, culture, and spirit of your school

Delegate – don't take it all on

Support people in their jobs

The role of the **President** is **NOT**

To do it all

To unilaterally make decisions

To conduct business outside of meetings

To assert opinions

Establish

- Establish a Good Relationship With Your Teacher

Attend

- Attend General Meetings and Presidents Council

Network

- Network in Google Groups

Use

- Use your VP if you have one or your co-chair

Utilize

- Utilize PCPO's Support

TEAM
EFFORT

RUNNING EFFECTIVE MEETINGS

Stick to a timed agenda

Ask for intentions to be included with agenda requests

Send out agenda ahead of time

Aim for consensus- then disagree and commit!

Tabling is ok!

Don't speak first

Know your voting rules

Connect with treasurer beforehand

Know Your Policy
(or make one!
PCPO can help!)

Confidential
Minutes

Use PCPO

Face to Face
Communication

Avoid Gossip

No Sensitive
Information by
Email

CONFLICT RESOLUTION

Quench Embers Before They Become Flames

How to Run Effective Meetings

Consensus Decision Making

Contract Negotiations

Sample Agendas

Roadmap of Tasks

Tips to Being a Good President

PCPO PRESIDENT'S HANDBOOK



Participate in Budgeting



Learn How to Interpret the Financials



Check in Before Meetings



Ask Questions



Make Them Feel Supported



Maintain Financial Safeguards

WORKING WITH YOUR TREASURER



BALANCE SHEET



PROFIT AND LOSS



BUDGET VS ACTUAL

FINANCIAL STATEMENTS

BUDGET TIPS FOR 2024

Know how to make changes to approved budget

Check by-laws. What needs membership approval?

Convene Budget Committee when necessary

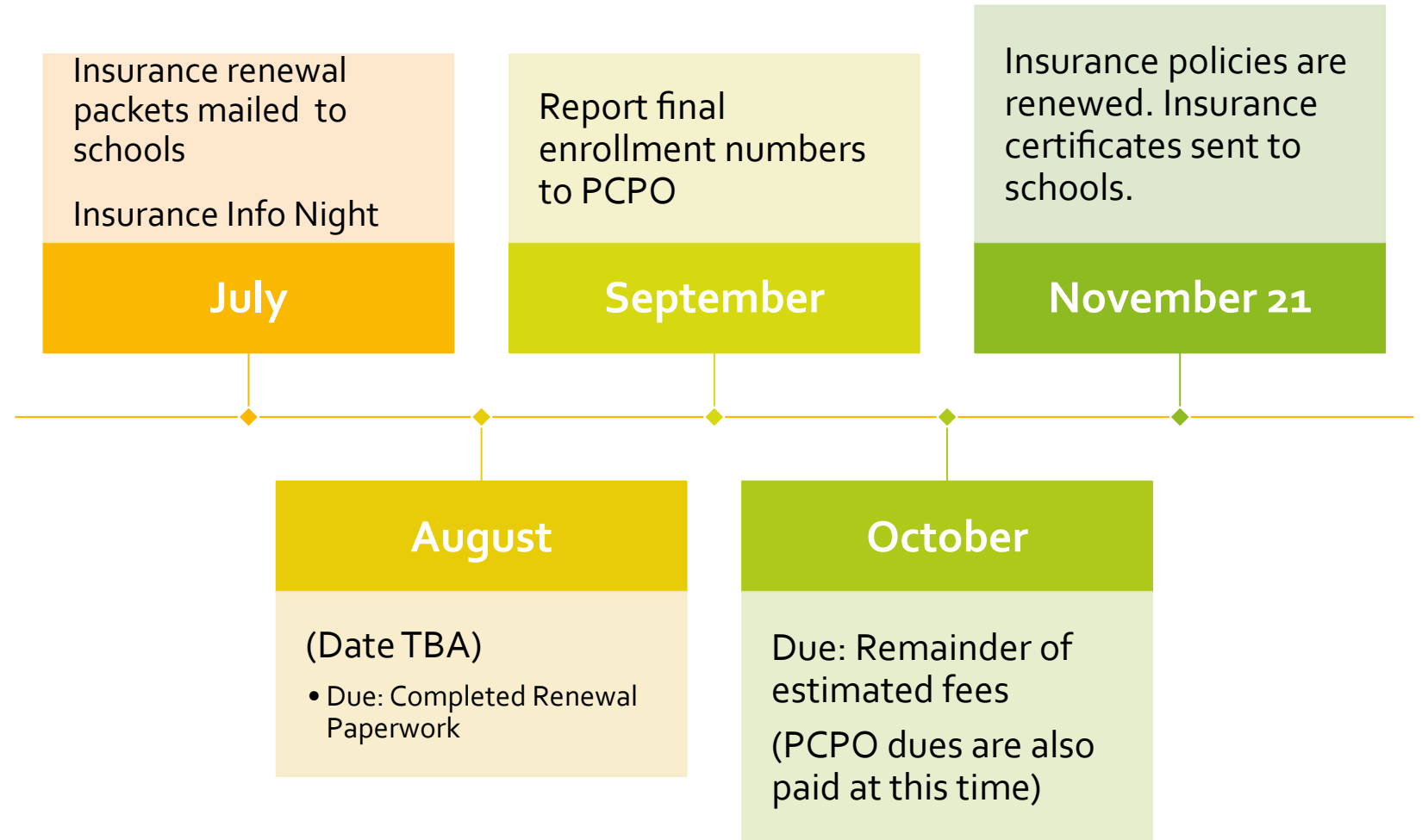
Consider your reserves

Know when and how they can be used

Review 5- and 10-year financial goals

Don't have goals? Set them!

INSURANCE TIMELINE



Seven Steps To Solve a Problem:

1. State the problem, question to be answered, or decision to be made.
2. Group agrees on a reasonable time limit (or set before the meeting)
3. Invite people to say what their initial thoughts are. Some groups find it helpful to take a "straw poll" to see where everyone is with their preliminary thinking. (See "Range of Consensus"). It may be necessary to readjust the time limit if the group is far apart.
4. Encourage participants to voice their opinions as clearly and briefly as possible, describing:
what the problem is and what solution is preferred
 - reasons they are taking this position.
5. Summarize the decision that's emerging; ask for discussion to refine the decision statement.
6. Check for "Range of Consensus". Is there unanimity? If "yes", then record the decision and move on. If "no", the group needs to take the time to hear and consider reservations and objections.
7. If no consensus seems possible within the time available, then group decides whether to:
 - carry it over to give more time for reflection, research (could delegate to committee or staff),
 - continue discussion until they are able to find an acceptable solution, or
 - use their fallback decision making method (vote).

QUESTIONS?

