RESPONSIBILITIES OF A PTA BOARD MEMBER

* **ACCEPT** the position and contribute intelligently to board discussions.

* **PARTICIPATE** constructively at meetings.

* **KNOW** and **ADHERE** to PTA philosophy, principles and policies.

* **STUDY** the structure of the PTA organization.

* **BECOME WELL INFORMED** in all areas of PTA programs.

* **FOLLOW** National PTA and California State PTA procedures.

* **MEET DEADLINES** and fulfill assignments promptly.

* **DEVELOP** and **STRENGTHEN** leadership.

* **LEARN TO DELEGATE** instead of doing it all yourself.

* **UNDERSTAND THE VALUE OF TRAINING** ~ attend conferences, workshops and convention.

* **PASS** ON YOUR FILES.