

RUNNING YOUR PTA WHEN SCHOOL IS CLOSED

PART 5: WRAPPING UP THE YEAR

LEADERSHIP RESOURCES



Illinois PTA is continuing its efforts to support our PTAs and PTA Councils by answering questions you may have about running your PTA in this unprecedented situation. Our previous parts of this ongoing series are here:

- [Part 1: Meetings & Elections](#)
- [Part 2: Fundraising & Unused Funds](#)
- [Part 3: Audit & Budget](#)
- [Part 4: Additional Financial Issues](#)

If you have questions not addressed here, please contact your Region or District Director or e-mail info@illinoispta.org.

What 2019-2020 business does our PTA need to get done before the fall?

This will vary for each PTA depending on what your PTA was able to do before schools closed for the year or with online meetings. The basic items that every PTA should have done by their general membership by the end of the fiscal year are:

- Elect new officers and register them with the Illinois PTA through MemberHub.
- Amend the 2019-2020 budget, if necessary.
- Select or elect your audit committee (see your PTA bylaws in Article XI—Standing and Special Committees, Section 5). Note that your bylaws may state this as a responsibility of your executive board or your general membership.

Other activities (e.g., completing the audit, preparing the 2020-2021 budget, etc.) need to be done before your first meeting of the 2020-2021 school year. Here are some [things to consider when planning for the next year](#).

We need to register our officers on MemberHub, but we didn't have an election this spring.

What do we do?

Your PTA will need to hold a general membership meeting to do the election. This can be an online meeting or, if your area currently allows it, an in-person meeting. Illinois PTA recommends that if your PTA does hold an in-person meeting, it should be held outdoors with all participants observing current face mask and social distancing requirements. [Additional information on holding online meetings and elections are in Part 1 of this series](#).

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What if we didn't have a nominating committee and don't have any officer candidates slated? You can still hold an election meeting, but all candidates will need to be nominated from the floor. Be sure to announce your election meeting stating the nomination process at least 30 days in advance to allow people time to consider running from the floor.

It's after July 1, so our PTA doesn't have any members. How do we have an election or handle any other business we missed this spring?

These are unusual times, so the Illinois PTA has decided that local PTAs and PTA Councils can have their 2019-2020 members handle any unfinished 2019-2020 business prior to the start of the 2020-2021 school year.

We didn't have our spring membership drive for next year because school was closed. What should we do?

There are several ways a PTA can start a membership drive while school is closed.

- Sell memberships through MemberHub. You can also message last year's members or your entire MemberHub list and invite them to join for the 2020-2021 year.
- Contact your school or school district to see how they are planning to handle school registration this coming year. Can your PTA share a MemberHub membership link for online registration? Can the school include a PTA membership flyer for mailed packets?
- Plan a strong membership campaign for the fall. Illinois PTA will be rolling out membership resources in the near future, and [National PTA has created a new membership campaign and materials](#).