

Northwest Cook Region PTA Fall 2021 Training Schedule for live online classes via Zoom



You must preregister to receive login information.

To join by computer: Click the website address that will be emailed to you. You may be asked to type in the meeting ID and password. To join by phone: dial the phone number listed for Chicago. Type in the meeting ID followed by your participant ID and you'll be connected.

Click to choose your courses and register:

Tuesday, Sept 7	Thursday, Sept 9	Monday, Sept 13	Tuesday, Sept 14	Wednesday, Sept 15
7 PM: Reflections	7 PM: Treasurer's Course	10 AM: President's Course 7 PM: President's Course	7 PM MemberHub	10 AM: Treasurer's Course 7 PM: Fundraising Fundamentals 7 PM: Reflections
Tuesday, Sept 21	Thursday, Sept 23	Monday, Sept 27	Thursday, Sept 29	
7 PM: Membership & Marketing	10 AM: Secretary's Course 7 PM: Secretary's Course	10 AM: Road to Success* 7 PM: Road to Success* <small>*Includes procedure book details</small>	7 PM MemberHub	

LEADERSHIP COURSES:

President's Course—Now that you have stepped up to be President, learn what it takes to do the job well! This course will give you the information needed to manage your PTA and have a fun, exciting time doing it.

Treasurer's Course—The goal of this course is to acclimate incoming treasurers to the start of the new fiscal year and provide basics on what expectations are for reporting to the membership and disbursing and receiving PTA funds.

Secretary's Course—This course will describe the actual duties of the secretary, what minutes are and are not, how to make corrections to your minutes and many helpful tips. Current secretaries and presidents who have not been able to attend president's training would benefit from this course.

Road to Success—Learn the PTA basics—from our history, mission, and purpose, to running the PTA.

This course is for everyone! The bylaws require this for the entire board (chairs and officers). This course also includes information and details on Procedure Books.

PROGRAM WORKSHOPS:

Reflections—Share the arts with your students while helping build confidence and self-esteem through recognition and celebration of their efforts. Learn more about the ins-and-outs of hosting and supporting the Reflections program, including rules, due dates, packaging, promotion, judging, best practices, success stories, program tips, and Q&A time.

MemberHub—See what items must be completed in MemberHub and then a tour of what is new in our ever-changing MemberHub.

This workshop would be valuable for presidents, treasurers, membership chairs, communications chairs and anyone using MemberHub.

Membership & Marketing—Why is membership important and how can you share your relevance with your potential members? How can you reach your target audience? Learn strategies that will help you be more effective in gaining members & marketing your PTA. Join us to get ideas and inspiration. *(Repeat of June workshop)*

Fund-raising Fundamentals—A look at how to plan for successful fund-raising campaigns using various types of activities.

Questions?

Email Jeanette Harris at jharris@illinoispta.org or Julie Holdeman at Julie.holdeman@comcast.net