

EFFECTIVE MEETINGS

Prepared by: West Virginia PTA



Run an Effective Meeting

As you prepare for your first PTA meeting of the school year, here are some quick tips and tools to help you run an effective, welcoming meeting.

Best Practices to Drive Engagement

- Plan for monthly General Membership Meetings.
- Ask your principal to send your PTA meeting invitation to the entire school community.
- PTA meetings typically last 30–60 minutes. Try to start and end on time.
- Establish a standard meeting time and place, and share the schedule at the start of the school year.
- Set an agenda format and use it throughout the year. Distribute the agenda a few days in advance.
- Provide an opportunity for your principal or another school staff member to share updates on academics or school operations.
- If attendance is low, consider holding a PTA meeting at the start of a family event.
- Summarize follow-ups at the end of your meeting and share the next meeting date.
- If you offer a virtual option, all members must be able to simultaneously hear each other and participate during the meeting.

REMINDER: Send day-of-meeting reminders!

Create a Welcoming Environment

- Welcome attendees at the door, or as they join the virtual meeting.
- Use name tags—or display names in virtual meetings—particularly at the beginning of the year to share names and officer roles.
- Make an effort to mingle and talk with new attendees.
- Be open to discussion.
- Share celebrations and challenges.
- Consider offering childcare, translation services and/or a light snack depending on the needs of your community.

Using Parliamentary Procedure

While you may be meeting with a small group of people, using parliamentary procedure (also known as Robert's Rules) can help formally acknowledge and document decisions made during your meeting. Providing a standard structure also allows all members to participate equally and can help reduce emotional debate during a challenging discussion.

Meeting Quorum

QUORUM is the minimum number of paid members who must be in attendance at your meeting in order to conduct business.

Examples of business include approving minutes, adopting a budget or budget amendment, adopting your organizational structure form, or voting on a motion. If you do not meet quorum, you can still hold your meeting for discussion, but you cannot take action or vote. Any votes must be deferred to a future meeting when quorum is present.

It is helpful to have your membership join QR code or link available at every PTA meeting so attendees can join your PTA, help meet quorum, and participate in discussion and voting.

Recording Meeting Minutes

- Minutes should be taken at all Executive Committee, Executive Board and General Membership Meetings.
- Include a list of attendees and the start and end time of the meeting.
- Minutes do not need to transcribe the discussion; rather, they should document the decisions made and the rationale.
- Record who made a motion, who seconded it, and the result of the motion.

End your minutes with:

- Respectfully prepared by: [Secretary's name]
- Approved by [board, etc.] on [date]
- Ask your board to review prepared General Membership Meeting minutes, then distribute the minutes as soon as possible after the meeting.

Treasurer Reports

Financial best practices are everyone's responsibility. At your first PTA meeting of the year, your Treasurer should share the completed Annual Financial Review and a Proposed Budget.

AT EVERY PTA MEETING, your Treasurer should share a Treasurer's Report. The Treasurer should also have bank or other electronic account statements available for review by non-authorized signers.

Strong meetings build strong PTAs.

Plan ahead • Welcome every voice • Follow your bylaws • Document decisions