



# Spotlight on PTA Officer Training Workshop

All PTA Members Are Welcome!

Monday, May 17, 2010

Ralston Middle School

2675 Ralston Avenue, Belmont, CA 94002

**Directions:** From 101 North or South: Exit Ralston Ave proceed on Ralston Ave, the school will be on the left hand side. From 280 North or South: Merge onto 92 East, Exit Ralston Ave, stay on Ralston Ave, the school will be on the right hand side.

**5:45 – 9:00pm Dinner will be provided Hosted by 17<sup>th</sup> District PTA**

Are you wondering what the duties and responsibilities of the position you have been elected to serve as a PTA/PTSA Board Member are?

**Please join us for our Spotlight on PTA Officer Training Workshop**

## Meet California State PTA

**Jo Loss**, CA State PTA President and Keynote Speaker,

**Carol-Ann Koch-Weser**, VP for Membership and **Brenda Steffen**, Finance Commission Co-Chair & Resolutions Committee Chair

### Training Workshops 6:30 – 8:45pm

- 1A: President/Vice President
- 1B: Treasurer, Auditor, and Financial Secretary
- 1C: Historian
- 1D: Legislation & Advocacy
- 1E: Membership OMDR Plus
- 1F: Parliamentarian/Bylaws
- 1G: Reflections Art Program
- 1H: Secretary
- 1I: Student Involvement

### Agenda:

- 5:45 pm Registration, Networking
- 6:00 pm Dinner, General Meeting, Keynote Speaker
- 6:30 pm Training Workshops
- 8:45 pm Workshops end

Please RSVP by Wednesday, May 12, 2010 to Keiko Smith and Sara Otus-Green

E-Mail: [Spotlight@17thdistrictpta.org](mailto:Spotlight@17thdistrictpta.org) or

Send to: Sara Otus-Green, 632 Pilgrim Drive, Foster City, CA 94404

Name \_\_\_\_\_ School \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Telephone # \_\_\_\_\_

Name of Workshop you want to attend: \_\_\_\_\_

Do you need Spanish Translation? \_\_\_\_\_