



Principal, Do You...

Attend all PTA meetings, including meetings of the executive board?

Take time to plan with your PTA President?

Inform your PTA president about school plans and needs?

Feel personally that you know and understand the PTA program?

Encourage your teachers to participate in PTA activities and to attend all meetings?

Take care not to “dominate” the PTA?

Make your PTA feel welcome and a part of the school?

Invite your PTA president to attend some faculty meetings?

Cooperate with the PTA in the use of school facilities?

Refrain from asking your PTA to buy equipment or fund needs which should be funded by the district?

Guide your PTA away from activities that should be reserved for the administration?

PTA President, Do You...

Invite the principal to all meetings and activities?

Consult the principal on all plans early in the year?

Seek all opportunities to understand your school?

Take care not to make too many demands?

Build some of your PTA programs around the school programs and goals?

Take care not to interrupt or interfere with school programs?

Display a friendly attitude with everyone—school personnel and PTA members?

Keep personal matters and personalities out of PTA?

Organize adequately?

Work well with others and give credit where credit is due?

Leave administrative problems and procedures to the board of trustees and the administrators whom they employ?