

**PTA PRESIDENT 101
QUIZ**



EXECUTIVE BOARD

1. **The President should make all of the decisions and inform the Executive Board of these decisions AFTER the fact.**
 TRUE FALSE
2. **Since typically the only people that attend the meetings are the people on the Executive Board, it is not necessary to hold separate Executive Board meetings throughout the year.**
 TRUE FALSE
3. **Workshops and Convention costs are a good use of the PTAs money and should be paid by the PTA.**
 TRUE FALSE

MEETINGS

4. **Robert's Rules of Order is a guide on how to set a table for a dinner party.**
 TRUE FALSE
5. **The use of Robert's Rules of Order is only for those PTAs that are 'in trouble' or who have overly controlling Presidents:**
 TRUE FALSE
6. **A quorum is a kind of stone.**
 TRUE FALSE
7. **People who do not belong to your PTA have a right to speak at your meetings.**
 TRUE FALSE
8. **Members can add items to the Agenda and it can be voted on at the meeting.**
 TRUE FALSE
9. **Motions can be made by the President and the President is allowed to vote.**
 TRUE FALSE
10. **Motions are made in the following order: Motion, Second, Discussion then Vote**
 TRUE FALSE
11. **It is necessary to have motion slips available at the meetings**
 TRUE FALSE
12. **You only need to read your By-laws when they are up for renewal every three years.**
 TRUE FALSE
13. **A motion needs to be made to accept both the previous meeting minutes and the Treasurer's report.**
 TRUE FALSE

**PTA PRESIDENT 101
QUIZ**



COMMITTEES

14. If a committee chair is not found the PTA President must do it

- TRUE FALSE

15. The President is the chair of the Nominating Committee

- TRUE FALSE

FINANCES

16. An audit can be done by the Treasurer and/or the President.

- TRUE FALSE

17. Unrelated business income is selling advertisement in your phone directory to local businesses.

- TRUE FALSE

18. The budget is only for members of the PTA and should not be handed out to just anyone.

- TRUE FALSE

19. By not following good financial procedures (i.e. chair people filling out receipt vouchers, monthly bank reconciliation, yearly audits and counting of money by two people at each event) it puts your PTA at risk

- TRUE FALSE

20. The 3 to 1 rules mean s that you should have three (3) fundraisers to one (1) program.

- TRUE FALSE