



SPRING TRAINING WORKSHOPS

Monday, May 12, 2025 - 6 PM

Madrona Middle School

21364 Madrona Ave., Torrance, CA 90503

Unit President 101

Whether you're a new, returning or seasoned President, you don't want to miss this new workshop! We'll go over running events, meeting procedures, Council's role, and so much more!

Also helpful for Parliamentarians and Program VPs so encourage them to attend with you! *Please note: This workshop will run about 90 minutes and unless time permits, there will be no Presidents' Roundtable.*

Financial Reviewer

This workshop aims to educate PTA volunteers on how to properly conduct the bi-annual financial review in compliance with California State PTA guidelines. Participants will gain a clear understanding of the review process, necessary documentation, and best practices to ensure financial transparency and accountability within their local PTA units

Financial Team

The Financial Team workshop is a MUST for new financial officers and experienced officers will benefit with a review of all things financial. Important information on government and Council turn-in dates and requirements. There is a Q&A session so bring your questions!

****All financial officers are required to attend at least one workshop a year.**

Recording Secretary

This workshop will give you the tools to take complete minutes at your unit's board and association meetings. You will also learn what is required to make your minutes a legal standing record for your unit.

Membership

Did you know you can start your membership campaign in the summer? Will you be ready to sign up members on the first day of school? This workshop will give you the tools you need for a successful membership campaign. Important turn-in dates will also be shared. A must for all membership VPs/chairs!

Reflections

The next Reflections theme has been announced. It's not too early to start getting your students excited to participate! Highly recommended for ALL Reflections chairs—new or experienced!

Please use this link to register for workshops

<https://forms.gle/7hfxCguPYWW7TFAT7>

Questions?

training@torrancecouncilofptas.org

