



# WINTER WORKSHOPS

Monday, January 13, 2025 - 6PM

Bert Lynn Middle School

5038 Halison St, Torrance, CA 90503

*Check-in in front 10 minutes before the start of the workshops.*

## PRESIDENTS' ROUNDTABLE

Discuss your challenges and learn from fellow presidents' strategies—join us!

## SCHOLARSHIPS

This workshop is essential for all Scholarship Chairs, information about turn in deadlines, how to run a scholarship committee, and confidentiality is discussed. Great forum for questions and to share how your committee chooses its candidates.

## ELECTION PROCEDURES

This workshop will give you all the tools to run a smooth election meeting. We will cover:

- Preparations before the meeting
- The election script
- Handling nominations from the floor
- Handling a ballot vote
- Torrance Council support

## FINANCIAL TEAM

This workshop will include reminders about important financial procedures as well as information about the mid-year budget review and the annual report that is required at the end of the year. We will also address any questions you may have regarding financial procedures. **All financial officers are required to attend at least one financial workshop a year.**

## FINANCIAL REVIEWER

It is time to audit your PTA books for 7/1/24-12/31/24. Find out what to do and how. This workshop is essential for all unit Financial Reviewers. You will learn the basics for completing the year's financial reviews. **All financial officers are required to attend at least one workshop a year.**

**[For all TCPTA Winter Workshops - Click HERE to register](#)**

*Please let us know who will be attending from your unit and what workshop they will be attending.*

Questions? email [training@torrancecouncilofptas.org](mailto:training@torrancecouncilofptas.org)