

10 things Presidents can do for their co-op this year

- Schedule a get together for your board this summer to discuss goals, to educate, and to build the framework for the year. Remember that short term *and* long term vision is important in maintaining a healthy school
- Use PCPO as a resource – call or email with questions and for ideas and resources before something gets too big
- Understand the importance of your relationship with your teacher, and schedule regular meetings with your teacher
- Visit the class that your child is not enrolled in, and get to know the families
- Send agendas one week prior to each meeting, stick to the agenda, start and end meetings on time
- Help your board understand the importance of Fiscal Responsibility
- Keep awareness of the PCPO Accident Claim “yellow pockets” prominent to assist with educating the membership about how to handle an emergency
- Know who is responsible for submitting the PCPO Liability for Special Events form 6 – 8 weeks prior to fundraisers, and be sure they are done
- Use your PCPO President’s Handbook, in it you can find:
 - Information on the co-op teacher role, and how to support your teacher
 - Leadership tips
 - Sample president’s calendar
 - Communication tips
 - Conflict resolution guidelines, resolving and mediating disputes
 - Consensus building
 - Meeting procedures
 - Nominations committee guidelines and suggestions
 - Financial safeguards and guidelines for bank statements
 - Financial calendar
 - Presidents’ Financial Responsibilities
 - More!
- Set a positive tone for your board and the entire membership. Create an atmosphere of trust through *confidentiality*, *respect*, and *honest and diplomatic communication*.