

Registration Form

Name: _____

Address: _____

Organization OR PTA/PTSA Unit _____

Email: _____

Phone # _____

Cell # _____

Number of persons attending _____

REGISTRATION FEE:

PTA/PTSA MEMBERS REGISTRATION FEE IS WAIVED. *PTA MEMBERS MUST SHOW PTA MEMBERSHIP CARD AT TIME OF ENTRY. RSVP BY APRIL 2, 2011.*

IF NOT A PTA/PTSA MEMBER: THERE IS A \$25.00 REGISTRATION FEE PER ORGANIZATION.

MAKE CHECKS PAYABLE TO SCPTA

MAIL TO:
ANGELA KNIGHT

1543 N. PEARSON

SPRINGFIELD, Mo. 65802

OR RSVP EMAIL TO:
ANGELA.KNIGHT@MCHSI.COM



DO YOU SERVE ON A
PTA/PTSA, OR SCHOOL
BOARD, COMMUNITY
ORGANIZATION BOARD,
CHURCH BOARD OR
CITY COUNCIL?
HAVE YOU PARTICIPATED
IN A MEETING THAT DIDN'T
RUN AS SMOOTHLY AS
YOU'D LIKE?

OR WOULD YOU JUST LIKE
TO LEARN HOW TO
CONDUCT MEETINGS
MORE EFFECTIVELY?

IF SO, THIS
WORKSHOP IS FOR
YOU!!!

EVERYONE IS
WELCOME!!

Effective Meetings Workshop

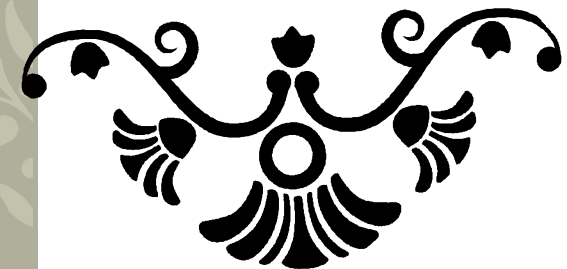
PRESENTED BY SPRINGFIELD
COUNCIL OF PTAS

PARLIAMENTARIAN POINTERS

MAKING MEETINGS
EFFECTIVE

ST JOHN'S "CHUB"
CANCER CENTER
AUDITORIUM
2055 S FREMONT AVE
SPRINGFIELD, MO
65804

SATURDAY
APRIL 9, 2011
9 AM— NOON



PARLIAMENTARIAN POINTERS



“WHERE THERE IS
NO LAW AND
EVERYONE DOES
WHAT IS RIGHT IN
HIS OWN EYES,

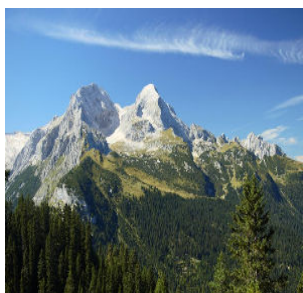
THERE IS THE LEAST OF REAL
LIBERTY.”

~HENRY M. ROBERT

“Nobody trips over moun-
tains. It is the small pebble that
causes you to stumble. Pass all
the pebbles in your path and you
will find you have crossed the
mountain.”

~Author

Unknown



WORKSHOP LEAD BY :
LEONARD YOUNG—PROFESSIONAL
REGISTERED PARLIAMENTARIAN
AND MEMBER OF THE NATIONAL
ASSOCIATION OF
PARLIAMENTARIANS
IN PARTNERSHIP WITH :

Springfield Council
PTA[®]
Organized 1913

WORKSHOP SCHEDULE

8:30— 9:00— REGISTRATION
9:00— 9:30— AGENDA PLANNING
9:30— 10:00— HANDLING MOTIONS
10:00—10:30— MINUTES
10:30 -10:45 —BREAK
10:45— 11:30- BYLAWS & RULES
11:30—12:00— Q & A

TOPICS TO BE DISCUSSED:

- MAKING A MOTION
- AMENDMENTS
- MINUTES
- BYLAWS & RULES
- AGENDA PLANNING
- PRESIDING
- Q & A



RSVP to Angela Knight at
angela.knight@mchsi.com
By April 2,2011