

# June SOA

## What do you need to do?

Complete all SOA requirements

Use SOA checklist to track

Keep Documentation (keep check list in binder in the event you're audited)

Involve your entire board

Update your membership on your progress (this will be recorded to you membership minutes to reference in the future)

Ask for help- There is a great youtube video on the SOA from WSPTA

<https://youtu.be/C3GJ683uUdE>

- Training Requirements- All elected officers must attend 1 WSPTA approved training (convention counts) 1 officer must attend PTA in the Law, maintain documentation
- File Corporate renewal prior to the end of the month your PTA was incorporated
- Plan to attend Issaquah Council General Meetings monthly, can't attend? Send a voting delegate in your place
- Membership Dues paid in full for previous fiscal year. Current fiscal year membership dues paid upon receipt
- Work with the treasurer to set June deadlines for reimbursements (new year starts July 1- make sure all checks are reconciled)
- Hold officer elections no later than June 30
- Plan transition meetings for outgoing and incoming board members
- Hold the last membership meeting to complete unfinished business (vote on budget so you can use funds through the summer if needed)
- Report new officers to WSPTA
- Charitable Solicitations Renewal due May 31.

**Trainings- under events calendar WSPTA website**