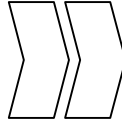


The Process for Committee Work...

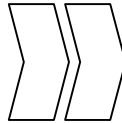
Including Explanations and Committee Chair Responsibilities

Mission and Vision of your PTA, for the upcoming year, discussed and decided by all ***Board of Directors** after July 1 (orientation, first BOD meeting) if possible prior to the start of school.



According to Bylaws (Section 7.3), the ***Board of Directors** consists of elected officers, chairs of standing committees, the school principal, one teacher and up to three at-large members.

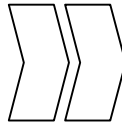
***Committee Chair** meets with Committee Members to plan the year. Discuss events, needs (volunteer and monetary), dates, etc. Develop your Committee Calendar and ***Action Plan**.



The ***Committee Chair** should not plan alone. Find people passionate about your cause, but perhaps not wanting to “be in charge”. President is ex officio (or a member) on all committees except Nominating and Audit.

An ***Action Plan** is a detailed list of actions, who is responsible, dates of completion and notes.

***Plan of Work** submitted to and approved by the Board of Directors; the chair ***submit reports** in written form to the board a week prior to BOD meeting.



***Plan of Work** is the work that a committee agrees to carry out and the outline of actions required to complete this work. This must be committee approved – meaning all members were invited (including president) and a quorum was present.

Committee Chairs can ***submit reports** each month if there is activity by your committee. This should be an update on your plan of work just to keep the board informed – this does not need to be voted on unless there is a significant change

***Specific Committee Budget** is submitted to Treasurer; this budget is approved by the BOD and then submitted in the ***annual budget** which is approved by the General Membership. Any amendments to the budget must also be approved by the General Membership.



***Specific Committee Budget** is the monies needed to carry out the plan of work; this should be as detailed as possible. According to the Bylaws (Section 11.4), the ***annual budget** is prepared by the officers, approved by the BOD and then adopted at the first General Membership meeting.

Committee carries out approved work. Once complete, ***evaluates** the program/events success and ***shares** this with the BOD.



***Evaluation** is extremely important for growth of your PTA. Ask all participants for feedback, record this in your notes and ***share** this with the BOD. Any feedback, good and/or bad will help the next BOD decide whether to continue or change a program, reach more children/families, etc.