

John P. McKenna Elementary



CHAIRMAN'S PLAN OF WORK

Chairperson:

Date:

Committee:

Date of Approval:

1. Obtain binder/folder, which is McKenna PTA property, from the previous chairperson.
2. Attend as many Executive Board meetings, workshops, and conferences as possible.
3. Compile a file of meaningful material related to chairmanship and make material and information available as requested.
4. Become familiar with PTA positions and keep abreast of new developments.
5. Make two copies of your plans of work. One for the secretary and one for your binder/folder.
6. Contact your committee and keep them updated and have them involved with the committee.
7. Inform Live Wire Chairperson and McKenna Antenna Chairperson of information to go in monthly calendar and Newsletter.

Review the PTA purposes relating to your committee to assist you of what's required for the committee.

BUDGET IF ANY: _____

PLAN OF WORK:

SIGNATURE FOR APPROVAL PRESIDENT, OR VP'S _____