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PLAN OF WORK (Plan de Trabajo)

Officer/Chairman Name:
(Nombre de Oficial/Presidente de Junta) _____

Position: Membership Chair **Year:** 20XX – 20XX
(Posición) (Año)

Reproduce as needed for the appropriate number of goals.
(Se puede reproducir para metas adicionales.)

Responsibilities/- Duties: (Responsabilidades)	<ul style="list-style-type: none"> - Recruit new members - Inform community of PTA Purposes, policies and programs to encourage participation - Submit dues with necessary forms to Texas PTA - Maintain accurate records in a procedure book - Work closely with treasurer to maintain accurate records 	Committee Members: (Miembros del Comité)	List individual names
Goal: (Meta)	Increase total membership from last school year by 20%. Recruit at least 10 community members. Recruit at least 10 student members. 100% Faculty membership	Evaluation Process: (Proceso de Evaluación)	Feedback from community, board and final membership results

Specific Action Steps (Proceso Especifico de Acción)	Start Date (Fecha de Empiezo)	Completion Date (Fecha de Terminación)	Budget (Presupuesto)
Recruit committee members and develop membership recruiting strategy to include: welcome packet for new students, recruiting display at every PTA meeting/event; membership challenge; talk to high school students, partner with community, utilize decorate school hallways as allowed	June	Ongoing	
Attend all board and regular meetings and provide a report on membership	June 1	Ongoing	N/A
Promote membership and benefits through newsletter articles, website; marquee, carpool, other school events, local media, Face Book	June	Ongoing	\$25.00 to print brochures; \$36 – two boxes of TXPTA dues envelopes
Submit dues received to Texas PTA at least weekly	June	Ongoing	\$25 postage
Distribute membership cards in timely manner	August	Ongoing	
Chair the Life Membership Committee	January	March	\$250
Oversee Directory committee	August	November	

Resources:
(Recursos)

Texas PTA Handbook, Texas PTA Membership Chairman's Guide, membership portion of www.txpta.org, National PTA www.pta.org, previous chair's notes, current board and committee members, past membership rosters, community leaders.



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