

# PTA/PTSA Plan of Work

Position:

Name:

Committee Chair:

Goals:

Activities:

Estimated Cost:	For:

PTA Plan of Work:

1. If I am a delegate to state leadership conference, state or national convention, or any other function where I represent PTA, I will provide a written report for the president.
2. I will keep a Procedure Book (written or electronic) to be turned over to my successor at the May board meeting.
3. I will attend all meetings and PTA functions. If I am unable to attend, I will call/email the president and my vice president.
4. I will provide articles for the newsletter (as requested) by the designated deadline.
5. I will submit all correspondence relating to my PTA office or committee to the president for approval before distribution.
6. I will obtain board approval for both budget and activity before starting any project. I will communicate my progress to the board by sharing monthly written reports for the duration of my activity.
7. I will submit two copies of my end-of-year report to the president at the May board meeting.
8. I know that I am part of a team. If I find I need help in achieving our goals, I will request assistance.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



