

## General Committee Chair Guidelines

1. Understand committee's objective/goal.
2. Determine timeframe in which event/service will take place. See Calendar of Events handout.
3. Meet with PTA Board VP to develop a Plan of Work. See Plan of Work document.
  - a. Determine action steps for event/program.
  - b. Determine number of volunteers and their roles.
    - Contact VP Volunteers for volunteer names and contact information.
  - c. Determine resources needed:
    - Community Partners – underwrite events, gift donations, food, etc.,
    - Teachers – ideas, student schedules, class time,
    - Facilities – use of room, building, equipment.
4. Develop communication plan:
  - a. Flyers in Monday folders,
  - b. Announcements in newsletter,
  - c. Phone messages,
  - d. Morning Broadcast into classrooms.
5. If taking in money (i.e. fundraising, paid events, etc.), track information like student name, class, track, and check #.
6. Use financial forms for reimbursement and deposits, as needed.
  - a. PTABankDepositForm-2007.xls
  - b. PTACheckRequestForm-2007.doc
  - c. PTARceiptVerificationForm-2007.doc.
7. Capture key events with photographs for yearbook and write-up for newsletter.
8. Acknowledge volunteers in newsletter.
9. Complete Service/Event
  - a. Complete the Post Event Evaluation
  - b. Hand-off paperwork, files, etc. to VP