

THANK YOU FOR BEING A

SOCES PTSA COMMITTEE CHAIR

Thank you for your commitment to our school community. In this document, you will find some guidelines and checklists that help make your job easier. It might look like a lot, but we are here to help you succeed. Let us start with what a committee is and does. Committees are formed to plan, promote, and implement the activities of the PTA.

- ◆ Successful committees have defined goals.
- ◆ The committee should determine its budgetary needs and know what funds and resources are already allocated to it.
- ◆ Committees make recommendations, not decisions.
- ◆ Committees do not function as separate groups but are part of the association and must operate within the framework of PTA bylaws, policies, and procedures.
- ◆ All projects and activities must have the approval of the executive board and the association in advance; and
- ◆ All money raised or derived from the activities of the committee is deposited in the unit treasury and shall not be expended by any chairman or committee without the approval of the executive board and association.

CHECK OUT OUR 5 EASY STEPS TO PLANNING!

- ◆ Research – What do our members need or want?
- ◆ Goals – What does the committee want to accomplish?
- ◆ Objectives – What will it take to reach our goal?
- ◆ Action Plan – Who does what, when, and how?
- ◆ Evaluate – How can we know it was successful?

You are not alone. There are many experienced PTSA members ready and willing to help you get started. If you have any questions, contact shermanoakscspts@gmail.com and we'll find someone to help you get started.

