



CHAIRMAN’S PLAN OF WORK

CHAIRMANSHIP:

DATE:

NAME:

DATE OF APPROVAL:

- 1. Obtain all files, which are Birch Lane PTA property, from previous Chairman.
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 three copies of your monthly reports. One is for your team leader, one is for the secretary and one is for your files.
6. Work with Council Chairman. Serve on assigned committees.
7. Write articles for the Birch LOG and Birch TWIG newsletter.

Review the portions of the State and National PTA Handbooks relating to your chairmanship to assist you in completing this form.

GOALS

For each goal, describe the steps you plan to take and include a time frame.

Do you estimate that there will be any cost involved? Please give a dollar amount if possible.

GOAL #1:

GOAL #2:

GOAL #3:

OTHER GOALS:

Signature of President: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Team Leader: \_\_\_\_\_ Date: \_\_\_\_\_

Date approved by Executive Committee: \_\_\_\_\_

Please send a copy of this form to the President, your Team Leader, and keep one for your files. 9/06