

St. Joseph PTA Council  
Bylaws Chair  
Job Description

1. Present a plan of work to Executive Board. Send a copy to Clippings editor for publication. Keep a copy for this procedure book.
2. Submit articles promoting Bylaws to Clippings for publication. Check the Yearbook for deadlines for these articles.
3. Chair the committee when Council bylaws are due.
4. Prepare any documents to be presented at PTA Council meeting (one month for information and then the following month for approval).
5. Fill out suggested bylaws and submit to MOPTA bylaws chairs for approval.
6. Keep a list of unit's expiration dates and notify unit's when that date is approaching. Send reminder notice to unit president and principal of school.
7. Keep an updated copy of each member unit's bylaws on file. Collect two (2) copies from each unit; one copy for your file and one copy for the presidents file or have electronic copies.
8. Assist units with bylaw questions regarding updating with the State PTA office.
9. Become familiar with the State PTA bylaws chair; they will be able to assist with any questions.
10. Keep procedure book up to date.
11. When project has been completed please submit an annual report to be placed in this procedure book to pass along to your successor.
12. All receipts along with reimbursement form must be presented to treasurer for reimbursement.
13. Perform other duties pertaining to this position.

**Suggested Plan of Work Outline**

Each chairman should present a plan of work to the executive board for consideration at the beginning of the term in office.

This plan of work should include:

1. Your understanding of the responsibilities of your chairmanship.
2. Your goals as a chairman for your particular chairmanship.
3. How each goal is to be accomplished? (Plans and time frame)

Goal: \_\_\_\_\_

Strategies 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Goals and strategies might include:

1. Your plans to promote your chairmanship/program.
2. Your plans to submit article(s) to Clippings.
3. Your plans to keep the procedure book up to date so that it can be passed along to your successor.

**Make copies of your plan of work for:**

- A. The procedure book
- B. Vice-President/Director of the Department
- C. Council President