

St. Joseph PTA Council
Clippings 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 article in Clippings posting deadlines for articles in each month's publication.
3. Collect articles before the 10th of each month for publication.
4. Prepare Clippings monthly, Aug. (September issue) – April (May issue).
5. Email a copy to Council executive committee, unit officers and school principals before the first of each month.
6. Update annually the Council Yearbook.
7. Take Yearbook to Print Shop for printing.
8. Once Yearbooks are printed distribute them to Council officers and chairs, Clarence J. Carpenter Memorial Fund board, Unit presidents and Principals.
9. Keep procedure book up to date.
10. When project has been completed please submit an annual report to be placed in this procedure book to pass along to your successor.
11. All receipts along with reimbursement form must be presented to treasurer for reimbursement.
12. 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 Clippings Editor
- D. Council President