

St. Joseph PTA Council  
Family/Community Engagement  
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. Chair will be a liaison between Council and Units.
3. Chair will email correspondence as needed to units from Council.
4. Chair will set up Zoom meetings for Council.
5. Chair will email documents to units and Council executive board in conjunction with Zoom meetings.
6. Chair shall keep Council website up to date.
7. Keep procedure book up to date.
8. When project has been completed please submit an annual report to be placed in this procedure book to pass along to your successor.
9. All receipts along with reimbursement form must be presented to treasurer for reimbursement.
10. 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