

St. Joseph PTA Council
PTA University 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 PTA University to Clippings for publication. Check the Yearbook for deadlines for these articles.
3. Coordinate arrangements for the annual PTA University, including agenda, speakers, and notification of new Council offices, chairmen, and unit officers.
4. The PTA University is to explain the purpose of PTA, acquaint the leader with their duties, familiarize leaders with information, skills and resources that will increase their efficiency and explain the basic policies and procedures of PTA work.
5. Coordinate with venue regarding vendor fair.
6. Arrange for food to be delivered and set up.
7. Make arrangements with vendors to set up display night of event.
8. Keep procedure book up to date.
9. When project has been completed please submit an annual report to be placed in this procedure book to pass along to your successor.
10. All receipts along with reimbursement form must be presented to treasurer for reimbursement.
11. 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 Recording Secretary
- D. Council President