

St. Joseph PTA Council
Spelling Bee 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 Spelling Bee to Clippings for publication. Check the Yearbook for deadlines for these articles.
3. Coordinate with schools officials for lists of participants.
4. Secure the facility (Truman Middle School).
5. Secure volunteers (registration and judges).
6. Order and purchase awards.
7. Print certificates for participants.
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