

PLAN OF WORK

Frank C. Whiteley PTA

School Year:

Committee:

Name:

Address:

Phone:

Members of this Committee, including phone numbers:

Budget request:

(Please itemize for each program or activity. If you are requesting a substantial increase or decrease from last year, please detail on the back).

Goals of this Committee:

Expenditures:

Suggestions for the Future:

Meetings Attended (workshops, conventions, etc.):

**End of the Year Report should be passed on with the committee procedure book.*

Guidelines for Board members:

- *Attend all Board meetings, call President or Secretary if unable to attend.*
- *Attend all PTA General Membership meetings.*
- *Inform President and Principal of all Committee meetings.*
- *Attend PTA Basic Leadership Training session.*
- *Keep accurate records for your procedure book. This book is an important reference for the person who succeeds you in this position. Turn over your book to incoming chairman/president, as appropriate*

Please make 3 copies of this page. One copy for the PTA President, one for the PTA Council and one for your Procedure Book. Please use the back if necessary.