

COMMITTEE PLAN OF WORK

Name of Committee: _____ Year: _____

Committee Chairs are expected:

- to complete this form and submit it to the PTA Board of Directors for approval prior to any action taken on behalf of the committee or in the name of this PTA unit..
- to submit monthly written reports for board of directors and general meetings
- to submit an article for the newsletter when needed to communicate with the membership.
- to attend all board of director and general meetings - or send an alternate from the committee.

Committee Chair: _____ **Email:** _____ **Phone:** _____

Committee Members	Email	Phone
1.		
2.		
3.		
4.		

Purpose of Committee (How does your committee support the PTA goals?):

Specific Goals and Activities:

- 1.
- 2.
- 3.

Are there expenses that the PTA will need to reimburse? Yes No (circle one)

If YES, please complete the Budget Request Form (*).

Communication Plan - For each activity, think through the best way to communicate:

Activity	Intended Outcome (awareness, actions, etc.)	Method	To Whom	From Whom	When

Please return this Committee Work Plan to the _____

Thank you for your time and commitment to PTA!