

## PROCEDURE BOOK

### A procedure book:

- Is vital to the effectiveness of an on-going chairpersonship,
- Is a record of a year's plan and activities, and
- Makes the task easier for those who follow you.

### How to complete a procedure book:

- Use a loose-leaf folder or notebook.
  - Separate sections with tabbed dividers.
  - Follow suggested Table of Contents.
- 1. Directory of contact information.**
    - Your name, address, telephone number and year served;
    - Address of Georgia PTA office and telephone number;
    - Address of National PTA office and telephone number;
    - Name, address and telephone number of unit president;
    - Name, addresses and telephone numbers of council, district and state chairpersons with comparable responsibilities;
    - Names, addresses and telephone numbers of committee members; and
    - Resource people, related agencies and organizations in the community.
  - 2. Goals and Responsibilities**
    - Duties as a member of the board of directors.
    - List of overall goals of the committee for the year.
  - 3. Plan of work**
  - 4. Events, projects, programs**
    - List on separate pages each event, project and/or program including dates, responsibilities, expenses and an evaluation form.
  - 5. Materials**
    - Materials received from Georgia PTA;
    - Notes from workshops, district and state events;
    - Correspondence; and
    - Materials distributed from the committee.
  - 6. Reports**
    - Reports – include reports given or prepared by the committee, including copy of Georgia PTA priority report.
    - Forms – include all forms sent by your office for awards at council, district, state or national levels.
  - 7. Evaluations (including, but not limited to)**
    - What were your successes? Why?
    - What persons, groups, materials were most helpful?
  - 8. Recommendations for future committees**