

# Committee Procedure Book

QUESTION: Why have a procedure book for a specific event or committee?

ANSWER: Why not? Why not pass along all the things you have learned on to the next person so they don't have to struggle to relearn the things YOU know.

The goal of a Committee Procedure Book is to provide an overview of your specific PTA event/committee and its traditions. A new president, VP, Commissioner or Chairman should be able to scan through this book and have a good foundation of how the specific committee works and what to do for the coming year.

What you need:

- 1 inch HEAVY duty Binder with the View finder front
- 2 packages of the 5 tab page dividers
- 3 hole punch and Pen to write on labels
- Package of post it notes so the chairman can label all forms

Before Tab 1:

- Welcome to PTA letter with guidelines for committee chairman.
- Anything you want them to read
- Meeting Schedule or Calendar

Tab 1: Your School

- Bylaws and Standing Rules
- Yearly Goals
- Your local unit's Leadership And Committee Descriptions
- Calendars
- Budget

Tab 2: Contact Info and Lists

- Board List
- Volunteer List
- Membership List
- Council and Region Lists

Tab 3: Agendas and Minutes and Monthly Treasurer Notes

#### Tab 4: Why PTA?

- Why PTA?, Utah PTA President's Handbook - General Section
- Value of PTA, Utah PTA President's Handbook - General Section
- Nationals Standards, Utah PTA President's Handbook - General Section
- Procedure Book, Utah PTA President's - President's Tools Section
- Leadership Development, Utah PTA President's - President's Tools Section
- Line of Communication, Utah PTA President's - President's Tools Section
- Local Bylaws, The Red Stamped Copied that is approved
- Why Count Volunteer Hours, Utah PTA President's - President's Tools Section
- Responsibilities of PTA Leaders, Utah PTA President's - President's Tools Section
- Financial FAQ, Utah PTA President's Handbook – Financial Section
  - People have asked why include this in a committee notebook. Future leaders come from committee chairman and some will be proactive and read this stuff and want to know more. Plus it is good info! Ask your committee chairman to bring their notebook to each meeting and do training from this section.
- Add to this section as needed.

#### Tab 5: Committee Timeline and Procedure List

- This is the section where you give a detailed account or timeline of your committee/event.

#### Rest of the Tabs:

- One tab for each year or two
- Items included here would be the “End of Year Summary”, samples of handouts, or any other info that would be useful like contact info of outside vendors. On each sheet in this section, have the committee chairman use a post it note to explain who the sheet went to and what that sheet is about.

If you are starting new Committee Notebooks: Check back-to-school sales for the 1 inch notebooks, dividers and post it notes. Check with your school office manager and see if your district has a warehouse or a discount through an office supply store. She/he can help you make the order and then bill your PTA.