

# ORGANIZING YOUR COMMISSION/ COMMITTEE/PROGRAM/EVENT

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Developing goals and plans for PTA commissions/committees/programs/events that meet the interests and needs of a school community are primary objectives of a PTA board.

**Commission:** At a local level, a commission is over several committees/programs/events, like an umbrella, with a specific issue or concern in mind.

- ♦ *Examples:* Community Engagement, Education, Family Life, Health, Individual Development Safety, Student Leadership

**Committee:** At a local level, a committee is tasked to plan and carry out a specific event or program. Sometimes there is a committee and sometimes it can be chaired by a single person.

- ♦ *Examples:* Reflections, Safety Patrol, Student Club, Spelling Bee, Room Parents, Student Scholarships, Membership, Newsletter, and Social Media

**Program:** A PTA program is a program which the membership deems important to your school community through a needs assessment.

- ♦ *Examples:* Grad Night, Spirit Nights/Family Nights, Spelling Bee, Battle of the Bands, Reflections, Fundraisers

**Events:** The place and time at which a PTA program happens. Usually a PTA program that is a one time thing.

- ♦ *Examples:* Guest speakers at PTA meetings, family nights, art walks, carnivals, field day

## How:

Whether you are planning an event or running a program, there are general guidelines to be successful.

**Step 1:** Conduct a needs assessment or a survey of what the community/school finds important.

**Step 2:** Based on the needs assessment, make a plan of action for your commission/committee/program/event.

- ♦ While planning, keep in mind the impact on these populations:
  - Teachers, students, parents, community, and any specialists (both in your school and in the community).
  - How do you help each of them and how can they help this event/committee?
- ♦ Plan of action should include goals that you want to accomplish.
- ♦ You will be given a budget and you should stick within those parameters.
- ♦ The procedure book will tell you what past years have done for your specific commission/committee/program/event. If you do not have the GIFT of a procedure book, put one together for the person after you!

**Step 3:** Planning meetings – Anything runs better when planned. Here are a few things to remember when planning:

- ♦ Who is in charge and who is there to help?
- ♦ What is the budget?
- ♦ Do you have anyone in the community who could help make this better?
- ♦ Have you reserved the physical facility?
- ♦ Do you have handouts prepared and approved if needed?
- ♦ How are you going to publicize (fliers, community, social media, school digital flier program, posters, etc.)

**Step 4:** Program or event is held

**Step 5:** Don't forget to evaluate, both patrons and the committee that put the event together. Put summary in procedure book. Things to remember:

- ♦ *Committee* – one thing that worked and one thing that didn't
- ♦ *Community* – what they liked and didn't like about the program/event
- ♦ *Summary* – give the ones that come after you a clear picture on what to do and not to do

## Why:

Successful board members are team players who value cooperation, collaboration, and communication. They are most effective when they:

- ♦ Operate with integrity, civility, and trust
- ♦ Communicate a common vision
- ♦ Practice inclusion and welcome diversity
- ♦ Appreciate differences in work styles and perspectives
- ♦ Participate in training and mentoring
- ♦ Identify community needs and interests
- ♦ Maintain the confidentiality of board discussions

By working together as a team, a PTA board can make a difference on campus and in a community.

See [utahpta.org](http://utahpta.org) for samples of agendas, goal sheets, and other implementation resources.