

## ABOUT COMMITTEES

### *Types of Committees*

**STANDING** - A standing committee is formed when a certain field of endeavor requires continuous service throughout the year or for a longer period. Certain essential standing committees ensure the effective functioning of a local association. Some suggested basic standing committees are:

Bylaws	Membership
Programs	Budget/Finance
Public Relations	Cultural Arts
Legislation	Volunteers
Reflections	

**SPECIAL** -- A special committee is created and appointed for a specific purpose normally not of a continuing nature. When its work is done and its final report has been received, it ceases to exist. Examples of special committees are: Salute to Schools, Founders Day, School Picnic, Food/Clothing Drive, etc.

**NOMINATING COMMITTEE** -- The nominating committee is a special committee, but is unique in that the bylaws of the local association set forth its procedure and guidelines. The bylaws mandate the size of this committee, when and how it is elected, and when it shall perform its duties and report back to the association.

Committees are the working structure of a PTA; they plan and promote the activities of the local PTA. In addition to their defined responsibilities, they are the primary tool by which member involvement / participation is increased. Each committee begins with a plan of work to be implemented during the year.

Committees, by definition, consist of two or more members who are appointed or elected based on their qualifications for the committee's field of work. Each committee has a definite purpose and is at all times subject to the control and direction of the association. Committees must report to the executive board/general membership, according to the local bylaws and standing rules. All committees have power to do only that which they are instructed to do, and they must receive instruction from the group by which they have been created.

**ELECTION** - Chairmen are elected in accordance with unit bylaws/standing rules, usually by the executive board. The makeup and appointment/election procedures for special committees are determined by the body which created the committee (usually as part of the original motion).

Missouri PTA is providing you some key points to keep in mind regarding the duties of committees and committee chairman. Your unit's bylaws and standing rules will list the specific standing and special committees your unit should have each year and their duties. Please refer to your bylaws and standing rules

for the complete duties of each chairman.

### KEY POINTS FOR COMMITTEE CHAIRMEN

- Communicate frequently with your committee.
- Schedule regular committee meetings at times when most members will be able to attend.
- Maintain and refer to a procedure book (see section below).
- Attend all unit meetings.
- At the end of your term as chairman, this procedure book should be updated and passed on to the new chairman.
- Answer correspondence and phone calls promptly. Keep a file of correspondence and a telephone log is to be passed to your successor.
- Stay informed by reading PTA publications and articles.

- Receive training by attending local and state training opportunities whenever possible.
- Your attendance at community meetings, pertinent to your chairmanship, may be expected. Inform committee members and invite them to attend as well. Always send a substitute when you are unable to go.
- If you are an outgoing chairman, schedule time to meet with the new chairman to discuss the files and the position.

### *Do's and Don'ts for Committee Chairmen*

#### DO. . . .

- Remember that the president is an ex-officio member of your committee and is to be advised of all committee meetings.
- Work closely with other chairmen and committees to avoid duplication of work and to strengthen PTA projects / programs.
- Set goals, research, plan and carry out your committee work for the year.
- Report on the committee's progress to the association and the executive committee; communicate with the president, and ensure that you are included on the agenda.
- Emphasize to the committee members the importance of their attendance at all meetings and the value of their contributions.
- Keep the committee focused on its goals and the Purposes and basic policies of PTA.

#### DON'T. . .

- Add new members to your committee without consulting the president.
- Generate flyers, notices, publicity, etc., without the consent of the president/executive committee.
- Proceed with any substantial work before having received approval of the president/ executive committee.

## **Procedure Books**

### What is it?

A procedure book, aka procedure files, serves as a permanent record of a PTA board member's activities and insures an ongoing PTA plan of work. It should contain material, information, and records needed for the board member's position. This information is passed on to the successor when leaving the position.

### What does it look like?

Even though it is referred to as a Procedure *Book*, it can come in several shapes and forms. Loose leaf or 3 ring binders work really well to hold the procedure book contents. It is easy to add and remove pages, ensuring that the contents are up to date. Some people prefer file boxes that utilize hanging files and file folders. Many units have chosen to take advantage

of technology and keep their procedure files electronically. In this case you may not receive a physical book or file box. Your files may come in the form of CD, USB or access to information in cloud storage.

### Who should have a procedure book or files?

It is the responsibility of every person that serves on a PTA board (committee chair or officer) at any level (local, council, state or national) to main current and accurate records.

### What should the Procedure File include?

- ✓ A copy of this list to serve as a checklist of contents
- ✓ Bylaws (unit and/or council)
- ✓ Procedures and/or standing rules of unit and/or council
- ✓ Job description and/or expectations of position/committee
- ✓ Any State or National PTA information pertaining to the position/committee

- ✓ Newsletters and handbooks
- ✓ Board roster and contact information
- ✓ Council and/or state counterparts' names and contact information
- ✓ Copies of:
  - Relevant Correspondence
  - Flyers/Publicity
  - Minutes and Treasurer's Reports
- ✓ PTA Budget
- ✓ Predecessors' Reports with evaluations and recommendations
- ✓ Budgetary needs for position

In addition, chairmen's procedure books should include:

- Names and contact information of committee members.
- Approved plans of work that include goals, areas of interest, possible projects and/or programs
- Reports of committee meetings and any other meetings attended. (Topic of meeting or event, speaker's name, film's name, people contacted (expenses and evaluation.)
- Year-end committee report including goals, activities, expenses, evaluations, and recommendations.

#### Why?

Do not make those that follow in your footsteps recreate the wheel. Instead be a good mentor and provide a map that will allow them to begin their PTA journey in the right direction. This can be one of your contributions that help ensure the continued success of your unit.

