

CHAIRMAN REPORT

“How to Write a Chairman’s Final Report”

As A PTA committee chairperson, it is your responsibility to prepare a report on your completed committee work, to present to your PTA board or unit.

A committee final report should begin with an identification of the committee submitting the report. The identification should state “Special Committee” or “Standing Committee”. It should contain history of what was done and include any direction for future reference. Be clear, concise and accurate.

A “Special Committee” final report should state the name of the committee, how it was formed, and its purpose. *Example: The Bylaws Review Special Committee, appointed by the ABC PTA executive board, for the purpose of reviewing the unit’s bylaws and standing rules, to ensure their compliance with state and national requirements and unit procedure, submits the following report.* Included should be a list of the committee members. Facts and information obtained should be noted, followed by findings or conclusions derived from such information. Recommendations from the committee are reported to the body of which the committee was formed. Recommendations should be specific and agreed upon by a majority of the committee. A plan of action should be ready upon time of recommendation. *Example: The “special” committee found three sections in the bylaws that need to be changed to comply with current procedure.* At the end of the report the chairperson should be prepared to offer such action as, *move on behalf of the bylaws review special committee to amend Article _____, Section _____, by _____.* The body receiving the report would then vote on the motion(s) and take necessary steps to implement the action (in this case, give notice to recommended bylaws amendments to the unit for consideration at a given meeting).

A “Standing Committee” final report is primarily for information and should summarize the important work done by the committee during the year. Recommendations for the body or succeeding committee(s) may also be included. Recommendations that require action should be moved by the committee. General procedure information should be contained in the committee procedure book.

All committee members may sign committee final reports or the committee may authorize the chairperson to sign the report alone, in which case the word “Chairman” would be added after the signature. With this procedure, the chairperson certifies that the report contains only what is agreed to by the majority of its members. Committee reports need not be dated and should always be worded in the third person – that is “*the XYZ committee submits the following ...*”

Remember: Be Clear, Concise and Accurate