

Seventh District PTA

Policies and Procedures for Program Chairs

- Each PTA program chair (or a representative) should attend at least one executive board meeting *before* their scheduled event to update the board on their plans, and at least one meeting *after* their event for a wrap up. For year-long programs, attendance at multiple meetings is encouraged.
- Program chairs are responsible for completing a Plan of Action form to be submitted to the board before their event.
- Program chairs (and their committees) are responsible for all PR/communications regarding their event. We encourage each chair to advertise their event in a minimum of 3 ways, and with as much advance notice to parents as possible.

Communication ideas include:

PTA website	Email	Flyer
PTA Monthly Newsletter	School Sign	Phone Calls
Display Case	Newspaper	Bulletin Board

- Program chairs will provide an email address to be linked to the PTA website.
- All deposits and check requests will be handled at monthly PTA meetings.
 - A Deposit Form should accompany all cash or check deposits.
 - A Check Request form should accompany all inquiries for reimbursements. Receipts are required in order to process any reimbursement.
 - The proper forms for deposits and check requests are available on the PTA website.
- Program Chairs can receive executive board status and voting rights with consistent attendance and involvement as approved by the Executive Board.

Thank you for being a part of the 7th District PTA...helping us go above and beyond for our kids!