

PROCEDURE BOOK

One of the most valuable tools for a more effective PTA/ PTSA is a procedure book. If you did not receive one from the chairman or officer who held your position previously, START ONE and pass it on to your successor. We cannot expect someone new to fulfill his/ her duties without some guidelines. The work of our associations will continue in a more efficient manner and continually if continuity is provided in your PTA/ PTSA.

WHAT IS A PROCEDURE BOOK?

It need not be elaborate. A loose-leaf binder notebook makes a serviceable and convenient cover to which pages can be easily added or deleted when the material becomes obsolete. A procedure book should be used for about three years and then a new one is started. Remember, a procedure book is the property of the association, not the person using it this year.

WHAT DO YOU PUT IN IT?

1. Name, address and telephone number and period served
2. Your plan of work and calendar.
3. All Information from State and National PTA that pertains to your job.
4. Directory of all PTA board members, faculty, your committee, state and national counterparts and other contacts.
5. Association bylaws, current budget, standing rules, newsletters & bulletins.
6. All correspondence pertaining to your position.
7. Copy of any reports sent to County PTA council, State PTA or National PTA
8. Notes from workshops, conferences and conventions that you have attended.
9. The pages or sections of the Handbook and policies that are pertinent to your responsibility.
10. At the end of the PTA year(6-30) you may wish to reduce the bulk of the procedure book, but until that time keep everything in order and together. (It takes time)
- 11 Any other resource material you have found to be helpful.
12. Evaluation of the year's work with specific suggestions and recommendations for improvement or future goals.

A PROCEDURE BOOK, one of the most important basic tools In PTA Work, can often be the most used! Since the majority of new recruits have little or no experience in the job, they need a procedure book in order to identify the work, continuity and procedure of an office or chairmanship to plan and work in an effective manner. Association background, contributions from others, successes and failures..... such a record gives a foundation on which to build, a NECESSITY for your successor.

*******NOTE***** PLEASE MAKE COPIES AND GIVE TO ALL CHAIRPERSONS!**