



Plan of Work Plan de Trabajo

Officer/Chairman Name:
(Nombre de Oficial/Presidente de Junta) _____

Position: **Parliamentarian** Year:
(Posición) _____ (Año) _____

*Reproduce as needed for the appropriate number of goals.
(Se puede reproducir para metas adicionales.)*

Responsibilities / Duties: (Responsabilidades)	Review the Bylaws and Standing Rules; Assist the president with parliamentary procedures	Committee Members: (Miembros del Comité)	Bylaws review committee if appointed by the president.
Goal: (Meta)	Ensure Bylaws and Standing Rules are up to date and reflect the needs of the PTA; Assist with parliamentary procedures	Evaluation Process: (Proceso de Evaluación)	Effective business meetings; feedback of president and board members

Specific Action Steps (Proceso Especifico de Acción)	Start Date (Fecha de Empezio)	Completion Date (Fecha de Terminación)	Budget (Presupuest o)
Assist the president at each business meeting	July	July	\$0
Be prepared for a ballot vote at any business meeting (supplies including 3x5 index cards, blank teller's report)	July	July	\$5
Assist nominating committee with procedural packets (copies)	April	May	\$0
Review Bylaws and Standing Rules if needed; if needed, submit proposed amendments to membership and Texas PTA, if approved.	July	As needed / appointed	
<i>If Council Parliamentarian, add assisting Local PTAs in updating their bylaws here and in duties/goals</i>			
<i>If Council Parliamentarian, add conducting workshops here and in duties/goals</i>			

Resources: (Recursos)	Council Parliamentarian and board, Texas PTA Field Service Representative, Texas PTA Parliamentarian Resource Guide and website, RONR, National PTA website
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