



Plan of Work Plan de Trabajo

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

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

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

Responsibilities / Duties: (Responsabilidades)	Coordinate work of Officers and Chairs; Promote Purposes and goals of PTA.	Committee Members: (Miembros del Comité)	Board (incl principal)
Goal: (Meta)	Provide all board members with necessary tools and information to be successful; Engage all families and staff in PTA activities; Identify new leaders	Evaluation Process: (Proceso de Evaluación)	Survey; Effective business meetings; feedback of board and members

Specific Action Steps (Proceso Especifico de Acción)	Start Date (Fecha de Empezio)	Completion Date (Fecha de Terminación)	Budget (Presupuesto)
Prepare for and lead each business meeting efficiently yet respecting member input.	July	July	\$0
Meet regularly with board members to support and guide their work. Provide Local Board Orientation on campus, encourage attendance at Council and Texas PTA training.	July	July	\$25+
Meet regularly with Principal regarding goals, schedules, events/activities	July	July	\$0
Ensure all legal and association procedures are followed per bylaws and standing rules. (Procedure book)	July	July	\$10
Host 4 “meet and greet” Principal/President coffees for families to chat with us/get to know us.	September	April	\$100
<i>If a Council President add assisting Local Units conducting workshops, and community wide event.</i>			

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