

# PROCEDURE BOOK

## A PROCEDURE BOOK:

- is vital to the effectiveness of an on-going chairmanship,
- is a record of a year's plans and activities, and
- makes easier the task of those who follow you.

## HOW TO COMPILE A PROCEDURE BOOK:

- Use a loose-leaf folder or notebook.  
Separate sections with tabbed dividers.
- Include Suggested Table of Contents (see below).

**Note:** Be sure to turn over the procedure book to the new chairman at the completion of your term in office.

## SUGGESTED TABLE OF CONTENTS

### DIRECTORY

- Your name, address, telephone number and year served;
- Address of Texas PTA Office and telephone number;
- Address of National PTA Office and telephone number;
- Name, address and telephone number of unit president;
- Name, addresses and telephone numbers of council, district and state chairmen with comparable responsibilities;
- Names, addresses and telephone numbers of committee members; and
- Resource people, related agencies and organizations in the community.
- Duties listed as a member of the Board of Directors and in Standing Rules/Procedures.

### GOALS

- List overall goal of chairmanship (see job descriptions for each chairmanship).
- List specific goals for your term of service.

### PLAN OF WORK

### EVENTS, PROJECTS, PROGRAMS

- List on separate pages each event, project and/or programs including dates, responsibilities, expenses and an evaluation form.

### MATERIALS

- \* Materials received from Texas PTA;
- \* Notes from workshops, district and state events;
- \* Correspondence; and
- \* Materials distributed from your office, such as: news releases, calendar of events, etc.

### REPORTS

- Reports - include reports given by your office (list each title separately).
- Forms - include all forms sent by your office for awards at council, district, state or national levels.

### EVALUATIONS

- What were your successes? Why?  
What projects failed? Why? • What  
persons, groups, materials were most helpful?

### RECOMMENDATIONS FOR FUTURE COMMITTEES