

Volunteer Quick Start Guide

Job Description

The focus of the Volunteer Chair is to promote good relations between school and community. To determine and implement the best methods for recruiting volunteers to meet the needs of the school.

Duties at a Glance

- Maintain a procedure book (traditional or electronic)
- Complete a Plan of Work and submit for approval by the Local PTA board
- Attend Local PTA executive board and regular meetings
- Visit with your school principal to plan ahead for the needs of the school and determine priorities for volunteer recruitment
- Become knowledgeable about the volunteer guidelines set by the school district
- Survey teachers and staff regarding volunteer needs in the school
- Survey potential volunteers to learn about their talents, interests and skills
- Hold volunteer orientation meeting
- Set goals for volunteers for the school year
- Recruit volunteers throughout the year
- Recognize volunteers for their hard work
- Evaluate volunteer program success after each event
- Review and become familiar with bylaws and standing rules of the PTA
- Attend Texas PTA Leader Orientation
- Take advantage of training from Council, Area and Texas PTA
- Become familiar with National and Texas PTA resources

Important Dates

June	National PTA Convention
July	Summer Leadership Seminar
July	Annual Convention held in conjunction with Summer Leadership Seminar (Odd-numbered years)
October 15	Fall Membership Reporting
February	Rally Day at the Capitol (Odd-numbered years)
February	Texas PTA Family Engagement Conference and Annual Convention (Even-numbered years)
March 15	Spring Membership Reporting
April (TBD)	National Volunteer Appreciation Week

Resources

Texas PTA Volunteer Resource Guide	Available for purchase or free download at www.txpta.org
Texas PTA website	www.txpta.org
National PTA website	www.pta.org
Energize Inc	www.energizeinc.com
Volunteer Today	www.volunteertoday.com

Contacts

Texas PTA
Texas PTA Member Services Department

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