

Part I: Administration

A. Board of Directors

1. Board members are expected to attend all regular and specific meetings of the Board of Directors, assigned committee meetings and general membership meetings. Failure to attend consecutive board meetings without being excused is grounds for removal from the board. If unable to attend, notify the president.
2. Board members are expected to help carry out the program at general membership meetings.
3. Procedure books/folder shall be kept current, and at the end of the term of office, each officer shall turn over books to incoming officers. Chairmen shall turn over books to the president.

B. Meetings

1. Meetings shall be held monthly.

C. Finance

1. When authorized purchases are made for which the PTA is to be billed, the receipt and reimbursement form shall be sent to the treasurer within 30 days.

Part II. Committees/Chairperson

A. Duties

1. Present plan to the board for review and approval
 - a. Location of Event
 - b. Overview of Event (if it is a new event)
 - c. Anticipated Expenses
 - d. Marketing calendar (main flyer, reminder flyer, newsletter, Facebook posts or other social media, robo call, etc.)
2. Complete Facilities Use Forms, if necessary
3. Complete Best Practices Form
 - a. Committee name
 - b. Chairperson's name and telephone number
 - c. Names of committee members
 - d. Goals
 - e. Activities
 - f. Actual expenses
 - g. Suggestions for a future successful event
 - h. Copies of all Marketing materials