

## PTA Procedure Book

Because of regular changes in leadership, each officer and chairman must have a procedure book to ensure continuity and progress. The procedure book, together with all material belonging to the office or chairman, should be delivered promptly to one's successor.

A procedure book should contain all materials needed to accomplish the work of the office or chairmanship, plus any additional information that a new volunteer would find helpful.

To ensure that all Procedure Books are kept up-to-date and provide useful information, please include at least the following information, where applicable:

- Event/program timeline
- Chair reports to executive board
- Facility Use Requests
- Vendor information
- Number of volunteers needed
- Program and flyer examples
- Budget and expense sheets
- Helpful hints – what did or did not work, etc

Procedure Books should also include:

- Job description
- Agendas and minutes (at a minimum those that pertain to the event/program)
- PTA Calendar
- Reports from current and previous officers/chairmen
- Information from conferences, workshops, and correspondence
- Executive board roster
- This PTA Procedure Book guideline