



# Plan of Work Plan de Trabajo

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

Position: (Posición) **VP / Chair Membership** Year: (Año) \_\_\_\_\_

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

<b>Responsibilities / Duties:</b> (Responsabilidades)	<ul style="list-style-type: none"> <li>Recruit new members</li> <li>Inform community of PTA Purposes, policies and programs to encourage participation</li> <li>Submit dues with necessary forms to Texas PTA</li> <li>Maintain accurate records in a procedure book</li> <li>Work closely with treasurer to maintain accurate records</li> </ul>	<b>Committee Members:</b> (Miembros del Comité)	List Individual Names
<b>Goal:</b> (Meta)	<ul style="list-style-type: none"> <li>Increase total membership from last school year by 20%.</li> <li>Recruit at least 10 community members.</li> <li>Recruit at least 10 student members.</li> <li>100% Faculty membership</li> </ul>	<b>Evaluation Process:</b> (Proceso de Evaluación)	Feedback from community, board and final membership results.

Specific Action Steps (Proceso Especifico de Acción)	Start Date (Fecha de Empezio)	Completion Date (Fecha de Terminación)	Budget (Presupuesto)
<b>Recruit committee members and develop membership recruiting strategy to include:</b> welcome packet for new students, recruiting display at every PTA meeting/event; membership challenge; talk to high school students, partner with community, utilize decorate school hallways as allowed	June	Ongoing	\$0
<b>Attend all board and regular meetings</b> and provide a report on membership	June	Ongoing	\$0
<b>Promote membership and benefits</b> through newsletter articles, website; marquee, carpool, school events, local media, Face Book	June	Ongoing	\$25 to print brochures; \$24: 2 boxes of TXPTA dues envelopes
<b>Submit dues received</b> to Texas PTA at least weekly	June	Ongoing	\$25 Postage
<b>Distribute membership cards</b> in timely manner	August	Ongoing	
Chair the <b>Life Membership</b> Committee	January	March	\$250
Oversee <b>Directory</b> committee	August	November	

<b>Resources:</b> (Recursos)	Texas PTA BASICS Membership Resource Guide, membership portion of <a href="http://www.txpta.org">www.txpta.org</a> , National PTA <a href="http://www.pta.org">www.pta.org</a> , previous chair's notes, current board and committee members, past membership rosters, community leaders.
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