

Committee Chair Responsibilities

Committee chairs must keep an adequate record of the committee's work during the current year, this can be in the form of minutes or a good summary. This will be important to next year's committee and to committees in the future. It should be distributed promptly to all committee members. Please be sure all committee members receive copies of reports prepared for the PTA Board of directors. **It is particularly important that committees develop and maintain procedure notebooks which are annually updated by the chair.**

Good committee ideas and recommendations for action should be prepared and made known quickly. These reports are usually presented in written form at a regularly scheduled board meeting and can be presented by a board member or by you personally, if you wish.

You will need to update and submit your report as changes occur (i.e. schedule and budget changes or any unforeseen event). When the committee's work is completed or at year's end, a **Final Report to the Board** should be filled out and presented at the next scheduled board meeting. See Final Report form included. The committee chair is responsible for making sure these things get done.

CONTRACTS

The committee chair must have contracts and other binding agreements signed by the PTA President and one other elected officer, submit a budget and plan of action to the board of directors, work closely with the treasurer concerning money matters and give periodic and year-end reports to the board of directors.

Committee Budgets/Expenses

When the membership approves the PTA'S budget, it is authorizing the board of directors to spend the PTA funds. **This is not an authorization for a committee to spend funds.**

It is common practice for each committee to formulate its own plan and budget, and present these to the board of directors. The board reviews these plans and the committee's budget in relation to the entire PTA budget and approves, modifies or disapproves the committee's plans or budget.

No committee chair or committee member can obligate the PTA to a program, project, activity, plan or any obligation, financial or otherwise, without approval of the board of directors. If there are contracts to be signed, only elected officers may sign them.

When plans change within a committee which may impact the budget, approval must be obtained to spend funds not previously approved. **Expenses incurred without prior approval may become a personal expense and may not be reimbursed by the PTA.**

Committee Budget Report

You must have Board Approval before spending any funds

Please include the following

1. What is the plan for the committee (purpose of the committee, what the committee would like to accomplish)
2. Break down of Budget (how will you spend your budgeted money)
 1. Materials (Decorations, etc.)
 2. Food
 3. Equipment
 4. Misc.

SAMPLE REPORT

Sundae Fund Committee Report

Purpose of Committee

To supply sundaes to 400 students at a night family function. This function will be held on September 30th at 7:00 in the Cafeteria at Green Gables

Proposed Budget

Income	0
Expenses	
Decorations	50.00
Ice cream	75.00
Toppings	100.00
Misc.	<u>30.00</u>
Total estimated Cost	255.00

Budgeted amount for this committee is \$300.00

Submitted by
Jane Doe

Date: _____

Final Report to the Board

Committee:

Committee Chair:

Date of Event:

What your committee accomplished:

Committee's recommendations for next year:

Committee Chair's personal recommendations and thoughts for next year:

Budget for Committee: \$_____ Actual money spent: \$_____