



Westbrook PTA



Plan of Work

Name: _____

Address: _____

Email: _____

Phone: _____

Committee: _____

Budget: _____

Committee Plans:

(Original copy for Committee Procedure File: one copy to President)

Board Member Guidelines:

- 1. Attend PTA Board Meetings.***
- 2. Attend PTA General Membership Meetings***
- 3. Keep president(s) informed.***
- 4. Communicate with your committee volunteers.***
- 5. Keep accurate records for your committee procedure file.***