

Committee Chair Guidelines

What is a Committee Chair?

A Committee Chair is a PTSA Member in charge of an LWPTSA Council (Council) sponsored program or event. The committee chair position can be held by one or more persons, and is appointed by the council president with approval of the board.

What are the responsibilities of a Committee Chair?

Committee chairs are responsible for the planning and execution of an LWPTSA Council sponsored program or event. General duties include:

- Regular communication with your VP and/or the Council board
- Contact vendors to provide service(s)
- Arrange for building use and custodial needs
- Advertise for program or event
- Recruit volunteers
- Run overall operation of program or event
- Complete the Committee Plan of Action (CPOA), Budget Worksheet, and Program Evaluation form

Volunteers are an essential part of the PTSA and need to be treated with the utmost courtesy and respect.

- Please contact all volunteers as soon as you have received names and let them know when and where you'll need them and/or be contacting them again.
- All volunteers must be approved by the district prior to volunteering.
- Thank all volunteers directly with a note or email.

Policies and Procedures:

Board Meetings: The LWPTSA Council Board of Directors meets on a monthly basis and you are welcome to attend. Please contact the VP in advance if you have something you would like to discuss with the board so you can be added to the agenda.

Committee Forms: Committee Plan of Action (CPOA), Budget Worksheet, & Program Evaluation forms can be obtained from the Council VP in charge of program/event and/or found on the LWPTSA Council website. The CPOA and Budget Worksheet is generally due by September 30 and must be approved by the LWPTSA Council Board of Directors before funds may be spent or binding agreements signed. Chairs will complete a Committee Program Evaluation within 30 days of the conclusion of the program or by June 1 for ongoing programs.

Legal Documents/Contracts: All legal documents and contracts must be signed by two elected LWPTSA Council board members. Building use must be arranged by an elected board member.

Program Promotion & Communication: There are a variety of ways to promote your event, ask people to save the date or solicit volunteers. The best methods for getting the word out include: Weekly Waves (Council weekly eblast), Currents (Council monthly newsletter), Peachjar (district e-flyers), membership meeting announcements (monthly – 1st Thursday), local news media, website, Facebook, and Twitter. All methods require VP review and approval.

Below are the guidelines and recommended uses for the most common forms of communication used by the council. Further communication guidelines can be found in the LWPTSA Council Policy document.

- A Weekly Waves Council publication will be sent electronically to members on Mondays. Articles need to be submitted by Friday.
- Flyers are a great way to promote events. These can be sent via Peachjar. They can also be distributed at the Membership Meeting. Posters and flyers can be printed at the LWSD print shop or at Fedex using your WaState PTSA member discount.
- If you have specific clip art or photos to illustrate your program or event, please be sure they are not copyright protected and do include those with your submission.
- Local Newspaper Articles: Please submit articles or suggestions for the local papers to the VP.

Notebooks: All committee chairs should either have or create a binder that gets turned over to the following year's committee chair. These binders should include budget history, contact information, sample

flyers, notes, lessons learned, timelines, to-do lists, volunteer lists, etc. Include a CD or thumb drive with electronic versions of the documents, if possible.

Financial Information:

Budget: An estimate of what your activity will cost and/or earn. A program budget is set by the Council board and approved by the membership each year.

Expenses: Expenses are any costs to a program or event.

Income: Income is any funds (including donations) brought in by a program or event. All funds should be promptly recorded and deposited. Please review and adhere to Council & PTSA policies regarding money handling.

Cash boxes: please contact the Treasurer ahead of your event if you will need a "change fund" to start your event. Cash boxes are available in the LWPTSA Council office for Council-sponsored events.

Forms: The *Reimbursement/Invoice Check Request Form* is available for you to use to request payment or turn in a deposit. These forms are available on the Council website (select "Finances", then "forms"). There are also printed copies available in the Treasurer folder in the Council office.

Complete the Reimbursement/Invoice Check Request Form for payment of approved expenses for your committee. Attach an original receipt or invoice to document the expense, and make sure to have an authorized signature approving the expense. For committee members, the chair may approve the expense; for committee chairs, please have the VP approve your expense. An email message to the treasurer is also an acceptable method of approval. Some expenses (such as LWSD print shop orders) may be direct billed to Council. Please complete the reimbursement form with direct bill copy from vendor for treasurer records even though you did not incur any expenses.

If needed, make a copy of your forms for your Committee Binder before turning them in. Check requests can be placed in the treasurer folder or emailed to the treasurer. If you leave a form in the treasurer folder, it will expedite processing to email the treasurer and let her know it is

there!

Please allow two weeks for processing check requests--if payment is needed sooner, please contact the treasurer directly to make arrangements. The treasurer will contact you when your check is ready for pick up, or the check will be mailed to you.

Vendor Payments: if you are contracting with a vendor to provide services, we may need a W9 form to document their payment. Please include this with the check request, if applicable. If you have questions, contact the Treasurer.

Complete a deposit form when you have collected money to be deposited in Council accounts. Please contact the treasurer ahead of your event if you know money will be collected to arrange for the transfer of funds. Two PTSA members must count funds at the point of collection and sign the deposit form. Never leave cash at the district office or take it home with you overnight.

Independent Contractors: Hired third party (Non-PTSA Council) consultant or instructor. All Independent Contractors need to fill out an Independent Contractor Form. These forms become binding agreements between the PTSA and vendors or instructors.

- All contracts require the signature of two (2) elected officers.
- All vendors or instructors with a contract that require payment will need to submit a W-9 Form as well for tax records.