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| **Officer/Chairman Name:****(Nombre de Oficial/Presidente de Junta)** |  |
| **Position:****(Posición)** |  | **Year:****(Año)** |  |

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

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| **Responsibilities / Duties:****(Responsabilidades)** |  | **Committee Members:****(Miembros del Comité)** |  |
| **Goal:****(Meta)** |  | **Evaluation Process:****(Proceso de Evaluación)** |  |

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| **Specific Action Steps****(Proceso Específico de Acción)** | **Start Date****(Fecha de Empiezo)** | **Completion Date****(Fecha de Terminación)** | **Budget****(Presupuesto)** |
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| **Resources:****(Recursos)** |  |

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 **Commitment:**

1. If I am a delegate or represent our PTA at Seminole County, Florida or National Events, I will provide a written report for the president and newsletter if requested.
2. I will keep a Procedure Book (written or electronic) to be turned over to my successor at the May board meeting.
3. I will attend all board meetings and functions. If I am unable to attend, I will contact the president.
4. I will provide articles for the e-newsletters by the designated deadline.
5. I will copy all correspondence relating to my committee to the president and assigned EC Member.
6. I will obtain board approval for both budget and activity before starting any project.
7. I will communicate my progress to the Executive Board by sharing monthly written reports for the duration of my activity.
8. I will submit an end-of-year report to the Executive Board at the June board meeting.
9. I know that I am part of a team. If I find I need help in achieving our goals, I will request assistance.
10. **HAVE FUN!! We are here to support our schools as well as advocate for our students, families, and teachers.**

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| Signatures (or check off when completed or approved): | Date: |
| APPROVED by Executive Board Vote | ☐ Plan Approved | ☐ Budget Approved $\_\_\_\_\_\_\_\_\_\_\_\_ |