ORGANIZING YOUR COMMISSION/ COMMITTEE/PROGRAM/EVENT

Developing goals and plans for PTA commissions/committees/programs/events that meet the interests and needs of a school community are primary objectives of a PTA board.

Commission: At a local level, a commission is over several committees/programs/events, like an umbrella, with a specific issue or concern in mind.

- *Examples:* Community Engagement, Education, Family Life, Health, Individual Development Safety, Student Leadership

Committee: At a local level, a committee is tasked to plan and carry out a specific event or program. Sometimes there is a committee and sometimes it can be chaired by a single person.

- *Examples:* Reflections, Safety Patrol, Student Club, Spelling Bee, Room Parents, Student Scholarships, Membership, Newsletter, and Social Media

Program: A PTA program is a program which the membership deems important to your school community through a needs assessment.

- *Examples:* Grad Night, Spirit Nights/Family Nights, Spelling Bee, Battle of the Bands, Reflections, Fundraisers

Events: The place and time at which a PTA program happens. Usually a PTA program that is a one time thing.

- *Examples:* Guest speakers at PTA meetings, family nights, art walks, carnivals, field day

How:

Whether you are planning an event or running a program, there are general guidelines to be successful.

Step 1: Conduct a needs assessment or a survey of what the community/school finds important.

Step 2: Based on the needs assessment, make a plan of action for your commission/committee/program/event.

- While planning, keep in mind the impact on these populations:
  - Teachers, students, parents, community, and any specialists (both in your school and in the community).
  - How do you help each of them and how can they help this event/committee?
- Plan of action should include goals that you want to accomplish.
- You will be given a budget and you should stick within those parameters.
- The procedure book will tell you what past years have done for your specific commission/committee/program/ event. If you do not have the GIFT of a procedure book, put one together for the person after you!