



## WWE PTSA Committee Chair Standard Procedures

### These procedures apply to ALL Committee Chairpersons:

- The Committee Chairperson is asked to keep in full communication with the Executive Board on the status of their committee and events/programs, primarily through your Committee's liaison, which is one of the Executive Board members. You must be a PTSA member and are encouraged to attend meetings before, during and after your committee's events/programs, or send a representative from your committee to the PTSA meetings.
- Please see the Treasurer Procedures. **No reimbursements for expenditures shall be made without a receipt, invoice or contract attached.**
- Committee Chairpersons are expected to work within their budget. A PTSA vote is required, if additional funds are requested.
- The Committee should use the PTSA tax exempt number for PTSA-related purchases.
- The Committee Chairperson is responsible for collecting all monies owed to the committee. When money is received for purchased items or activities, the chairperson will record the payment and provide the money and a spreadsheet of all payments to the Treasurer. The chairperson is responsible for keeping an updated spreadsheet and fielding questions from parents about the purchase and expected delivery of the committee items or activities.
- The Committee Chairperson will ensure an accurate inventory of all items before delivering any to customers. The Chairperson will confirm the vendor's inventoried list prior to distribution.
- The Committee Chairperson shall keep an updated folder of information pertinent to their committee for the purpose of historical record keeping and turn it over to the Committee Chairperson for the next year.
- The Committee Chairperson shall turn in an updated copy of their committee's description to their committee liaison when the work of their committee is complete or before the end of the school year, whichever comes first. The updated description should include any revisions based on that year's experiences.
- The Committee Chairperson shall conduct a meeting with the incoming Committee Chairperson or by some other means directly communicate pertinent information regarding the committee's activities, procedures and guidelines to enhance the performance and knowledge of the incoming Committee Chairperson.
- **ALL CONTRACTS must be approved and signed by the PTSA President on behalf of the PTSA. If there is a discrepancy in the contract and it was not signed by the President, the person who signed the contract will be responsible for any extra costs incurred.**