

Wilburn Year Round Elementary School
PTA Communication Guidelines
2009-2010

In order to facilitate more effective communication and to ensure questions are answered in a timely manner, the following guidelines are being put in place.

- 1) Each committee should have a chairperson. The chairperson will be responsible for all communication between the committee and the board representative and the president.
- 2) Each executive board member will identify days when they will check their PTA email. Any questions that cannot wait should be directed to the appropriate board representative via phone.

President – Tuesday & Thursday
VP Fundraising – Thursday
VP Membership – Monday & Wednesday
Treasurer – Every day
Secretary – After school hours

- 3) The board representative will answer any questions from the committee and if unable to answer the question immediately, will secure the needed answer.
- 4) Each board representative will acknowledge receipt of the email and if unable to respond immediately will provide a timeframe in which the sender can expect an answer.
- 5) The principal will be copied on all emails.

A list of committees, chairs and board representatives is attached.

In order to provide clear communication between the entire PTA and the various committees, the following information is needed for projects/programs:

- 1) When a committee is working on a project/program, the chair of the committee will present a “progress report” in writing at each monthly PTA planning meeting. The report should include progress made, the needs of the committee, budget, etc.
- 2) The chair should be present at the meeting in order to answer any questions that PTA members may have. If the chair cannot be present, another member of the committee should be present and should have copies of the “progress report”.
- 3) Board representatives are responsible for letting the president know ahead of time which committees will need to be included on the agenda.