

PROCEDURES FOR CHAIRMEN WHOSE WORK DEALS WITH THE CONGRESS
ORGANIZATION OR PROCEDURE.

I PLAN OR WORK.

- (a) In preparation, study the suggestions of your National Chairman, Parent-Teacher Manual, and other materials supplied to you from the State Office. Use these insofar as they fit the needs of your state. To these add your own idea.
- (b) Each chairman shall prepare a plan of work (one page when typewritten, if possible) to be filed in the State Office before July 1 following his appointment. Plans are approved by the Executive Committee.

In preparing your plan keep in mind this thought-- what can groups of parents and teachers meeting once a month during the school year, do to promote your particular work? There are associations with large memberships and associations with small memberships; rural and urban ones; preschool, grade, junior and senior high school associations.

- (c) GENERAL OUTLINE FOR PLAN OF WORK.
1-Objectives to be obtained.
2-Suggested Activities.

II REPORTS

- (a) An annual report (written on forms provided by the State Office) is to be filed.
- (b) Reports as required by the national chairman shall be made: keep one copy for your files and send one to the State Office.
- (c) Compile three questions to be sent to local units for their yearly reports.

III CORRESPONDENCE

- (a) Answer promptly all correspondence on the work of your chairmanship.
- (b) Keep a file of all correspondence which is essential and turn to your successor at the close of your term, together with copies of your outlines, reports, etc.

IV. BULLETIN (Kansas Parent-Teacher)

Write articles for the Kansas Parent-Teacher. These will be requested when desired by an officer in charge of this particular work.