

## PROCEDURES FOR CHAIRMEN WHO PLAN PROGRAMS AND ACTIVITIES.

## I PROGRAM AND ACTIVITIES

- (a) In preparation, study the suggestions made by your National Chairman in the Parent-Teacher Manual and other materials supplied by the State Office. Use these in so far as they fit the needs of your state. To them, add your own ideas.

- (b) Plan of work--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 ones.

- (c) General Outline for Plan of Work.
  - 1-Objectives to be obtained.
  - 2-Suggested Programs.
  - 3-Suggested Activities.
  - 4-References and program helps.

## 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 at least 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.