

**Clemens Crossing Elementary School PTA
Committee Chair Plan of Action
2019 - 2020**

Committee Chair Responsibilities:

- Complete this form and share content with PTA President before beginning work
- Attend Executive Board Meetings and General Meetings
- Report committee status at Executive Board meetings. Provide written update if you are unable to attend.
- Submit articles or content concerning committee activity to PTA Website, Cougar Comments, email blasts, etc.

Committee Name:

Chairperson(s):

Planned Activities:

Budget Allotted:

Objectives/Steps/Time Frame:

Supplies Needed/Support Needed: