

2024-2025 School Year PTSA OFFICER NOMINATIONS

Winston Park K-8 needs you. The PTSA is currently seeking parents to join our board for the 2024-2025 school year. Being a member of the PTSA board is a rewarding experience which directly impacts the education of your child. This is your opportunity to make a difference. While the PTSA Board requires a time commitment from each of its members, it is a fun experience and one you will not regret.

If you are interested or would like to nominate someone, please complete the form below and send it back to school with your child. The nominating committee will correspond or meet with interested individuals and will post a slate of officers-elect at the PTSA General Meeting on Tuesday, April 30th at 6:30 pm. Please contact a current PTSA officer via email at wpk8pts@gmail.com or a nominating committee member with any questions you have about the offices and process. **The deadline for submission is 4/23/24.** However, floor nominations may also be made at the meeting on April 30th.

President – Serve as leader and key contact for the PTSA; preside at all PTSA meetings; ex-officio member of most committees; appoint chairpersons for special committees; coordinate the work of the officers and committees so that the PTSA's objectives can be met. Work closely with Principal (Effort: year-round, on-going)

VP - Membership - Organize the annual PTSA membership drive and the on-going process to encourage membership. Maintain membership records, membership envelopes and membership money. Effort is primarily in August, September. 3-5 hours per week. Minimal role after October.

VP - Fundraising - Manage the coordination of all the PTSA's fund-raising activities. The PTSA holds one big sale in the fall and one in the Spring. Other programs include Box Tops for Education and Wildcat Family Nights, Dances, Pizza Nights, etc. Attend all fundraising activities. (Effort: numerous hours when fundraisers are going on)

VP - Advocacy - Communication to Board and Parents to share PTA Legislative Alerts, Attend some school board meetings. Maintain contact with local elected officials. Participate in letter writing campaign.

Treasurer - Be responsible for and have custody of all funds; make disbursements as properly authorized; be present at all PTSA events where money will be collected; assure that PTSA policies and best practices are followed with regards to funds; prepare financial reports for each meeting and as needed; prepare the books for an annual audit. Bring deposits to Bank. (Effort: 7-8 hours per week, average)

Recording Secretary - Keep the minutes of all general meetings and all meetings of the Executive Board; prepare correspondence and perform all other duties assigned; maintain master documents on computer; help recruit committee chairpersons for all vacant standing committees of the board. (Effort: 3-4 hours per month, includes attending meeting and typing up minutes)

Corresponding Secretary - Prepare any correspondence and publicity for the PTSA as needed, including meeting announcements, flyers, and periodic newsletter. Be responsible and decorate the 3 PTSA Bulletin boards. Keep the calendar of events for the PTSA. (Effort: 3-4 hours a week)

I am interested in joining the Winston Park K-8 Center 2024-2025 PTSA Board.

Name:

Child's Grade:

Phone Number:

Email:

Position/s Interested In:

Prior Volunteering Experience:

Qualifications: