



WILL YOU HELP LEAD OUR 2019/2020 PTSA?

We are accepting nominations for the
following positions:

President	Executive VP
Secretary	Treasurer
VP of Fundraising	VP of Special Events (2)
VP of Parent Engagement	VP of Enrichment
VP of Membership	VP of Communication
VP of Green & Healthy	

To learn more or nominate yourself, go to
www.wesleyacademy.org/parents/pta or pick
up a form in the front office.

The WIA PTSA Nominating committee will review all
nominations and present a slate of officers for election at the
April 23rd PTSA General Assembly Meeting.

Don't delay, nominate today!

Deadline to nominate is Friday, March 29, 2019.

Call for Nominations: 2019 WIA PTSA Officer Position Descriptions

President- Direct the affairs of the PTSA in cooperation with the Executive Committee and represent PTSA members; develop a year-long plan of action; oversee and interact with all PTSA officers and activities; interact with school administration; develop and update procedures; Preside at all meetings of the membership, Board of Directors, and Executive Committee; Know and follow the bylaws of the PTSA; appoint Parliamentarian.

Executive VP- Oversee and interact with committee chairs to ensure successful completion of annual goals; assist President as needed; promote PTSA mission.

Secretary- Responsible for keeping accurate record of the proceedings of the PTSA, Board of Directors and Executive Committee meetings; ensure the board meetings start on time and run smoothly.

Treasurer- Legally responsible authorized custodian of PTSA funds; responsible for the financial management of the PTSA; receive and disburse all monies in accordance with the bylaws and the approved budget; responsible for the bank account and all transactions; prepare monthly reports and present reports at PTSA meetings; and, prepare reports for and file annual tax return.

VP Fundraising- Initiate and coordinate fundraising efforts (Dine outs, Spiritwear, SchoolPacks, used uniforms, FUN Run, Box tops, NUT passes); oversee and interact with committee chairs for this area.

VP Parent Engagement- Parent liaison, foster communication between the PTSA, teachers, administration, and parents and guardians; coordinates volunteer opportunities for parents and guardians (room parents, volunteer coordination and appreciation); oversee and interact with committee chairs for this area.

VP Enrichment- Promote and manage annual cultural and educational events (Dragon Boat, Festival, Lunar New Year; oversee and interact with committee chairs for this area.

VP Membership- Oversee and interact with committee chairs to promote PTSA membership (membership drives); promote PTSA activities and the benefits of becoming a member; encourage all parents, teachers, students, and community members to join PTSA; collect and track membership dues.

VP Communications- Oversee the quality and distribution of all PTSA related communications (newsletters, social medial channels, and flyers); Maintain PTSA calendar and ensure timely updates; communicate updates of PTSA content on the school website.

VP Green & Healthy- Work in partnership with the school in the garden; coordinates events (clean ups, America's Recycling Day, Nutrition, Walking Challenge); collaborates with the school to incorporate Green & Healthy initiatives into the school curriculum.

VP Special Event (2)- Oversee and execute the school PTSA Annual Special Event; interact with committee chairs (Sponsorships, Donations, Class Projects, Logistics) for this area to manage annual fundraising event.

Suggested Qualifications for All Officers: Knowledgeable about and adheres to the purposes and basic policies of PTSA. Knows parliamentary procedure. Comfortable presenting at executive and general body meetings. Experienced in PTSA or other organizational work. Has a sense of just and fairness. Exhibits enthusiasm for PTSA. Willingness to make PTSA a priority for his/her schedule relative to the responsibilities and duties of the position.