



**PTSA is accepting  
nominations for the  
2020-2021 PTSA  
Leadership Team.**

We are accepting nominations for the following positions:

President

Secretary

VP of Fundraising

VP of Parent Engagement

VP of Membership

VP of Communications

Executive VP

Treasurer

VP of Enrichment

VP of Green & Healthy

VP of Special Events

To learn more or nominate yourself, go to  
[www.wesleyacademy.org/parents/pta](http://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 14th PTSA General Assembly Meeting.

**Don't delay, nominate today!**

Deadline to nominate is Friday, March 20, 2020.

## Call for Nominations: 2020 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 committees 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 the fundraising efforts (School Store & Nutt Pass day); 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 event (China Week); 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 communications to infuse into school's communication plan.

**VP Green & Healthy-** Work in partnership with the school in the garden; coordinates events (Bike to School, Recycling, etc); collaborates with the school to incorporate Green & Healthy initiatives into the school curriculum.

**VP Special Event-** Work with Executive VP and committee to oversee and execute school events to promote community (Kindergarten Meet & Greet, Back to School Bash, Family Dinner)

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.