

Get Involved for 2018-2019



The PTA needs you for next school year! Run for a board position or volunteer to be on a subcommittee. Anyone is welcome! We have lots to do and can use any time or talent you can offer. A Nominations Committee has been formed to facilitate elections.

PTA Board Positions

ALL PTA BOARD OFFICERS: Meet monthly to help plan and volunteer at PTA events. Must be available to help with Fall Fest, Holiday Social, Apex Fun Run, Kinder Camp, Open House and any other PTA sponsored events.

- **President** – Runs the PTA meetings and is the official representative to the district. Regular tasks: write meeting agendas, attend Board meetings, attend district meetings and communicate with the board and the administration. The President oversees the adherence to bylaws & procedures.
- **1st Vice President** – Assists the President, act as President in his/her absence. Acts as vendor chair for the Fall Festival and responsible for working with the 2nd VP in forming the Fall Festival Committee and Apex Fun Run. Oversees the volunteers for the following subcommittees: Fall Fest, Clothes Closet, Spirit Items, Room Reps, Healthy Campus and Kindergarten and Bilingual liaison.
- **2nd Vice President** – Actively participates in all fundraising events. Acts as sponsorship chair for the Fall Festival and is responsible for working with the 1st VP in forming the Fall Festival Committee. Oversees the volunteers for the following subcommittees: Apex Fun Run, Book Fairs, Box Tops, Write-a-Check, and Spirit Nights.
- **3rd Vice President (Membership)** - Prepares a membership campaign, recruits members and collects dues, prepares appropriate forms, and maintains accurate records.
- **4th Vice President (Programs)** –Actively participates in programming events, oversees the volunteers for the following subcommittees: WatchDOGS, Math Pentathlon, Chess Club, Teacher Appreciation, Reflections and any other PTA programs that run throughout the year.
- **5th Vice President (Events)** – Actively participates in events that occur one time during the school year and are not considered fundraising events. Oversees the volunteers for the following subcommittees: Holiday Social, International Day and any other PTA sponsored events.
- **Treasurer** - The treasurer is the authorized custodian of the funds of the association. He/she receives and disburses all monies indicated in the budget. The treasurer will maintain an accurate record of all monetary transactions and will present an updated report at each executive board meeting.
- **Secretary** – Keeps minutes of all meetings (board and general) and distributes minutes for approval before general and board meetings.
- **Executive Volunteer Coordinator** – Maintains the volunteer website and volunteer approval process, coordinates volunteers for PTA and school sponsored events, coordinates volunteers for teacher and staff needs.
- **Administrative Volunteer Coordinator** – Works with the Executive Volunteer Coordinator in maintaining the volunteer website and volunteer approval process, coordinates volunteers for PTA and school sponsored events, and coordinates volunteers for teacher and staff needs. Manages high school and middle school volunteers.
- **Parliamentarian** - Advises the presiding officers on questions of parliamentary procedure.
- **Communications** – Creates monthly “shout out” posts about events occurring at school to post on PTA FB page, emails and WSE Twitter (info given to AP) Contacts various advertising venues to communicate the Fall Festival Fundraising event, as well as, any other events that may need to be communicated to the public.

The following subcommittees need volunteer chairs, co-chairs, and committee members

- **Angel Tree Program** – Work with the Whitestone Counselor to collect and distribute gifts for those in need.
- **Book Fairs** – Work with 2nd VP to set up, decorate, and take down Book Fairs (one in the Fall and one in the Spring). Assist with reorders of books if needed. **Not** responsible for getting volunteers to cashier.
- **Box Tops** - Promote Box Tops program. Collect and send them in as needed and report totals to president.
- **Chess Club** – Coordinate the Chess Club schedule, manage supplies, and communicate with Chess Club volunteers via e-mail.
- **Clothes Closet** – Collects new and gently used clothing donations from the Whitestone family. Distributes the clothing to the district clothes closet at LMS. Organizes PTA workdays at the district clothes closet.
- **Fall Festival** – Works with 1st VP to organize the planning for Fall Festival, our largest fundraiser of the year. Includes booking vendors, securing sponsors, overseeing set up and take down, ticket sales and other miscellaneous items.
- **Healthy Lifestyle** – Assist in planning the fundraising efforts for The Playground and Healthy Campus Initiative. Work with the district and businesses to implement campus improvements.
- **Holiday Social** – Assist 5th VP in planning the Holiday Social, a free family event surrounding Winter Book Fair. Planning includes organizing crafts and snacks, securing Home Depot Workshop and LMS Choir, and decorating for the event.
- **International Day** – Assist 5th VP in planning International Day, an event in celebrating cultures and customs. Planning includes organizing booths and decorating for the event.
- **Kindergarten Liaison** – Work with the Kindergarten teachers to communicate their needs to the PTA.
- **Math Pentathlon** – Coordinate the Math Pentathlon schedule, manage supplies, and communicate with Math Pentathlon volunteers via e-mail.
- **Apex Fun Run** – Help organize the planning for Apex fun run and assist the day of the fun run.
- **Reflections** – Help to implement the Reflections arts program during the school year by distributing literature, collecting and organizing entries, organizing the judging process, planning an awards ceremony.
- **Room Representative Coordinator** – Will assist the Volunteer Coordinators by organizing volunteers for room representative in all classes. Provide all room reps with packets of information to assist them in their duties, including Fall Fest class baskets. Be available to answer questions for room reps or teachers as needed.
- **Spirit Nights** – Plan restaurant nights throughout the school year. Includes putting out signs for the event, organizing the distribution of any literature about event (stickers, flyers, etc.).
- **Teacher Appreciation** – Assist 4th VP in planning activities surrounding ways to show appreciation to teachers and staff.
- **WatchDOGS** – Promote involvement and assist in signing up dads in this mentoring program.