

## **WILLARD PTA OPEN POSITIONS FOR 2020-21 SCHOOL YEAR**

### **PTA President**

- Coordinate, monitor, and support the work of officers and committees according to PTA purposes and goals
- Lead quarterly membership meetings and, as needed, officers' board meetings to advance current PTA business
- Gather input and draft agendas for membership meetings and for board meetings
- Oversee membership drives (increasing membership, not fundraising) and membership platform and processes; help with communications to support and increase PTA membership rolls
- Help coordinate appointments to committees (e.g. Gala/Auction planning team)
- When possible, represent the WMS PTA at the Berkeley PTA council meetings (optional; these meetings are once a month at BUSD office building)
- Ensure PTA communicates with members (through Etree for example, with help of Communications Director) about meeting dates, meeting agendas or topics of concern, regarding member announcements from State, Regional, and District PTA councils
- Be designated as a signatory along with treasurer for PTA checks (disbursements from PTA budget) (treasurer will take care of most check signing however)
- Help monitor compliance notifications and updates sent out by state and district PTA councils to help ensure PTA board fulfills important duties with regard to formal dues, forms, tax returns...  
Communicate as needed with school principal and teacher rep to coordinate priorities for agendas, for information sharing, for authorization regarding school-related announcements, events...
- Serve as liaison, as needed, between WMS PTA and state, regional, and district PTA council representatives

### **PTA Secretary**

- Help with recording and summarizing business conducted at meetings; record in minutes any ratified action items or ratified expenditures
- Keep track of attendance at meetings
- Help periodically with document review (e.g. bylaws) or minor record keeping duties
- Distribute electronic copy of meeting minutes to board members

### **Willard Fund Chair**

- Monitor giving (donations) to Willard Fund (PTA budget) on a monthly basis
- Help keep board members up to date on giving and donations during the year
- Serve as point person on the board for parent volunteers and committees engaged in fund drives
- Assist with some fund raising activities (e.g., Etree communications to solicit donations...)