



## Westmont High School PTSA Board Nomination/Application Form

2017-2018 School Year

**Deadline: Friday, April 14, 2017**

Name: \_\_\_\_\_

Position Sought: (please mark 1 for first choice, 2 for second, etc)

\_\_\_ President \_\_\_ Treasurer \_\_\_ Secretary

\_\_\_ 1st VP (Membership) \_\_\_ 2nd VP (Fundraising)

The nominee's contact information:

Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Grade of student/s: \_\_\_\_\_

Give a brief summary of why this person is a good candidate for the above named position:

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Please note, in order to serve on the Board and hold a committee position you will need to be a member of PTA/ PTSA from any school. The election will be held Tuesday April 18, 2017. Please submit nomination forms by Friday April 14, 2017. Additional nominations will be called from the floor on election night. If you have any questions or would like to submit a nomination form please contact [ptsa.westmont.org](http://ptsa.westmont.org)

**Thank you for your interest, time, and talent.**

I am not interested in an elected position, but please consider me for the following appointed position (please mark 1 for first choice, 2 for second, etc)

\_\_\_ Auditor \_\_\_ Webmaster \_\_\_ Social Media Coordinator \_\_\_ CUHSD Rep

\_\_\_ Mini Grant Chair \_\_\_ Hospitality Coordinator \_\_\_ Student Event Coordinator

\_\_\_ Parent Education Coordinator \_\_\_ Volunteer Coordinator

\_\_\_ Senior Recognition Night Coordinator \_\_\_ Grad Night Chair

## WESTMONT'S PTSA Job Description

**President Responsibilities:** Organizes WHS PTSA; coordinates with the school administration; prepares monthly agendas and presides at meetings. Preside at all meetings of the association and the executive board. Helps plan annual budget and checks that appropriate committees are formed to accomplish the goals of the PTSA. Relays information received from State and District PTA and checks that deadlines are met. Writes PTSA article principal's newsletter. Handles correspondence i.e. thank you notes and communications. Notifies members of meetings. Arranges guest speakers for monthly member meetings. Keeps a record of activities in a notebook to pass on to next year's president. Attends annual CUHSD booster meeting co-signer of PTSA bank accounts. Time: Attends 2 (1 hour each) monthly evening PTSA meetings. About 5-10 hour commitment a month depending on workload

**1st Vice President (membership) Responsibilities:** Coordinate the PTSA membership campaign at the beginning of the school year. Encourage parents, teachers, and students to join PTSA. Report at PTSA meetings on member status. Creates and keeps an up-to-date PTSA membership list. Distributes PTSA membership cards. 3rd Co-signer on PTSA bank accounts. Perform the duties of the president in the absence or disability of the president. Time: Attends 2 (1 hour each) monthly evening PTSA meetings. About 3-5 hour commitment a month depending on workload.

**2nd Vice President (fundraising) Responsibilities:** Coordinates all fundraisers. Reports on fundraising revenue at meetings. Explore other fundraising options. Fills out CUHSD fundraising request forms. Time: Attends 2 (1 hour each) monthly evening PTSA meetings. About 3-5 hour commitment a month depending on workload.

**Secretary Responsibilities:** Primary responsibility record minutes of each PTSA meeting and keep all records from each PTSA meeting. Types PTSA meeting minutes for approval. Keeps an original version of the current bylaws with amendments properly entered. Keeps a record of all committees and their members. Handles other duties assigned by the president. Keeps a record/secretary binder to pass on to next year's secretary. This book should be bound because it is the legal record. Review and study the bylaws and standing rules annually. Ensures that the bylaws are up-to-date. Assists with the components of the election of officers each year. Assemble and preserve a record of the activities, achievements and volunteer hours of the association. Completes the PTA Unit – Annual Historian report Form and sends to district PTA. Time: Attends 2 (1 hour each) monthly evening PTSA meetings. About 3-5 hour commitment a month depending on workload.

**Treasurer Responsibilities:** Keep permanent books of account and records with gross income, receipts and disbursement of the association, the number of members, dues collected from the members. Contact the bank to secure signatures of all authorized signers on all checking and savings account signature cards. Receive monies for the association. Receive and retain copy of the deposit slip for any deposit made. Prepare all authorizations for payment as required by the executive board or association. Pay all bills. Keep an accurate record of receipts and disbursements in a ledger which is a permanent record of this association. All other financial records must be retained for seven years including current year. Keep the membership informed of expenditures as they relate to the budget adopted by the association. Remit all district, State and National portions of per capita dues monthly to the financial officer of the district. Prepare a proposed budget with the assistance of the President. Present a treasurer's report at every meeting of the association and the executive board. Be responsible for filling out and forwarding all necessary report forms as required by the California State PTA for insurance and for filing all tax returns and other forms required by government agencies. Make an annual financial report to the association, which includes gross receipts and disbursements for the year. Time: Attends 2 (1 hour each) monthly evening PTSA meetings. About 3-5 hour commitment a month depending on workload.

**Other Appointed Positions:** Other appointed positions and Committee coordinators are: CUSHD Rep, Auditor, Webmaster, Mini Grant Coordinator, Social Media Coordinator, Parent Education Coordinator, Senior Recognition Event Coordinator, Grad Night Chair, Hospitality Coordinator, Student Events Coordinator and Volunteer Coordinator. If you are interested in any of these positions and would like to know what is involved please contact [ptsa.westmont@gmail.com](mailto:ptsa.westmont@gmail.com) for more information.