

## **Westmoor PTO Executive Board Positions**

### **Open for the 2021-2022 School Year**

The PTO Nominating Committee will be assembling a slate of nominees for the 2021-2022 PTO Executive Board. The positions that will be open are: Vice President (2 years- 1<sup>st</sup> year as VP, 2<sup>nd</sup> year as President), VP Fundraising (2 years), VP of Programs (2 years), VP of Social (2 years) and VP Recording Secretary (2 years).

If your student only has one year left at Westmoor or you are only able to commit to one year, we'd love to consider you for a one-year term if you'd like to serve!

The duties and responsibilities of these positions are as follows:

#### **President-**

- Communication with Principal
- Westmoor Weekly Communication submission
- PTO Council Liaison, attending monthly PTO Council meetings
- Establish Agendas and run monthly WM PTO meetings
- Legislation/Bylaws
- Paperless PTO management, in coordination with Vice President
- PTO Closet Organization / Usage
- Oversees all Executive Board positions

Committees that report to the President are primarily District committees and include:

- 1) Gift Card Plus
- 2) HOH
- 3) Block Parent / Sister School
- 4) District 28 Parents Night Out "Cheers to 28" (every other year, due in 2021-2022)

#### **Vice President-**

- Acts as assistant to the President.
- Primary manager of Paperless PTO
- Oversees the volunteering at Westmoor by creating, or overseeing the creation of, committees and roles on PPTO and the use of Sign Up Genius ("SUG") as needed.
- Establishes protocols for communication among the volunteers/Executive Board/Westmoor families.
- Facilitates end of year wrap up reporting, manages PPTO and sign up forms for the school for the following year, etc.
- Responsible for publicity for PTO including updating Facebook page, email blasts in conjunction with President

**VP Fundraising** – Oversees all annual strategic planning for fundraising efforts for the PTO.

Organizes and manages the annual fundraising schedule/timeline, and guides fundraising committee chairs to execute successful fundraisers.

Committees that report to VP Fundraising:

- 1) Amazon Smile
- 2) Art Fair

- 3) Birthday Signs
- 4) Book Fair
- 5) Box Tops
- 6) Free Will
- 7) Misc. Fundraisers including Dine'n Share/Rockin' Jump/Waterway Car Wash
- 8) Pizza Lunch
- 9) School Supplies
- 10) Special Lunch
- 11) Spirit Wear

**VP of Programs** – Organizes PTO-sponsored educational field trips and assemblies for the student body. Committees that report to the VP of Programs:

- 1) Family Math
- 2) Science Fair
- 3) Birthday Books
- 4) Artist in Residence (every other year)

**VP Social** – Organizes special grade-level or school-wide social events and sets social calendar school-wide. Coordinates grade-level social committee to design and run a grade-level social event for families and/or Parents-only. Coordinates community involvement activities that the PTO sponsors and runs for the school community.

Committees that report to VP of Social:

- 1) Bulldog Bash (fall Family Event)
- 2) Grade Level Fun Nights
- 3) Family Picnic
- 4) Family Nights (i.e. Movie Night/Bingo Night)
- 5) Community Connections Events

**Recording Secretary** – Records minutes at the monthly PTO meetings and distributes them to the rest of the Westmoor families, and communicates with the school secretary for promoting the meeting as well as the custodian to hang the PTO Banner. Designs and updates the PTO bulletin boards in the lobby at Westmoor periodically throughout the year.

**General PTO Executive Committee member responsibilities:**

- Provide end of year report/timeline on activities and budget used
- Attend monthly meetings and provide update for your area (7 meetings a year)

Attached is a nomination form. Please email your completed form to current President, Ena Chang, at [echang0630@gmail.com](mailto:echang0630@gmail.com) by Sunday February 7<sup>th</sup>, 2021. You can also place the completed form in an envelope and place in my mailbox (PTO President) inside the school office. The Nominating Committee will be meeting in February to review applications and propose a slate. The proposed slate will be announced in late Feb or early March 2021 and voted on at the March or April PTO meeting. Installation of new Board members occurs at the final PTO meeting of the school year in May.

### **Westmoor PTO Executive Board Nomination Form**

The Nominating Committee of the Westmoor School PTO will meet in February 2021 to slate officers for the 2021-2022 school year.

If you are interested in being nominated for an Executive Board position, return this form to Ena Chang in the PTO President mailbox located in the office mailroom **by Sunday, February 7<sup>th</sup>, 2020**, or email it to her at [echang0630@gmail.com](mailto:echang0630@gmail.com)

For more information, please contact Ena Chang at the email above or call her at 917.617.9577.

Thank you for your interest!

---

I would be interested in serving on the Westmoor Executive Board as (check all that apply):

- Vice President (2 years- first year as Vice President, 2<sup>nd</sup> year as President)
- VP Fundraising (2 years)
- VP Programs (2 years)
- VP Social (2 years)
- VP Recording Secretary (2 years)

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

E-mail \_\_\_\_\_

Phone: \_\_\_\_\_

Please tell us a little about your past experience with PTO (volunteering, committee involvement, etc) and / or relevant job experience: