



Woodmoor PTSA

Woodmoor PTSA President

About Us:

The mission of Woodmoor PTSA is to create a dynamic partnership between Parents, Teachers and Students.

In order to achieve this goal, we focus on enhancing the educational experience for all students by providing support and information to parents and staff.

Woodmoor Elementary is a diverse educational setting, with [PACE](#) and Special Education classes alongside general education classrooms.

Our PTSA includes representatives from each group so that all may have a voice. Thanks to successful fundraising and amazing volunteers, Woodmoor PTSA is able to provide teacher funds for classroom materials, offer student enrichment programs, sponsor family social events, and so much more.

About The Role:

- **Group:** Woodmoor PTSA Executive Committee
 - **Classification:** Elected Officer
 - **Scope:** Responsible for the overall management of the PTSA
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Responsibilities:

- Plan and lead monthly Board of Directors and General Membership meetings.
- Lead the PTSA toward the specific goals approved by the membership.

- Understand the objectives of the PTSA, Washington State PTA Bylaws, and local unit standing rules.
- Be aware of and utilize resources from Northshore PTSA Council, WA State PTA, and National PTA.
- Sign all binding agreements on behalf of the PTSA.
- Attend and vote as a delegate at Northshore PTSA Council meetings or send a delegate in his/her place.
- Attend monthly PTSA/Principal meetings.
- Be aware of key dates, deadlines, and priorities for the school and PTSA.
- Ensure that all committees have a Chair or co-Chairs and understand their responsibilities.
- Work with the Treasurer to ensure that the PTSA money is accounted for properly.
- Work with the Budget Committee to establish the budget for the year.
- Make appointments to positions and committees as designated in the Standing Rules with approval of the Executive Committee.
- Disseminate and communicate all information received pertinent to PTSA programs.
- Serve as an ex-officio member of all committees except the nominating committee.
- Maintain a copy of the PTSA's legal documents in the Legal Documents Binder
- Review and update standing rules as needed.
- Work with the current and incoming Board of Directors to create a PTSA event schedule for the following year.
- Complete approved PTA training, as required.
- Find speakers for Membership meetings.