



Woodmoor PTSA

Woodmoor PTSA Secretary

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 record keeping and ensuring that PTSA is operating in accordance with PTSA bylaws
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Responsibilities:

- Attend monthly Board of Directors and General Membership meetings.

Last updated March 2024

Maintain the Secretary notebook.

- Keep accurate minutes of all meetings.
- If unable to attend a meeting, arrange backup to act as Secretary to present minutes from the previous meeting and take minutes of current meeting.
- Provide the minutes (both draft and approved).
- Record attendance and determine existence of quorum at all PTSA meetings.
- Assist in maintaining the Legal Documents notebooks. Legal document notebooks are held by the Treasurer & President.
- By June 30 of the current school year, ensure that all copies of the Legal Documents notebooks are in order and ready to transfer to the new officers.
- Complete approved PTA training, as required.
- The Secretary oversees the following:
 - Standards of Affiliation