



Woodmoor PTSA

Woodmoor PTSA VP of Enrichment Programs

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 planning, coordinating, and overseeing after school activities for Woodmoor students
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Responsibilities:

- Attend monthly Board of Directors and General Membership meetings.
- Manage and approve all PTSA after school enrichment programs. Contact

- vendors, negotiate pricing and scholarship opportunities.
- Verify vendor insurance, ensuring that Northshore School District is listed as additional insured.
- Work with the Executive Committee to establish well-balanced PTSA enrichment programs offerings prior to the start of the school year.
- Recruit and coordinate parent volunteers for after school enrichment programs.
- complete building use request forms to reserve school space for PTSA events/classes/programs.
- Coordinate with and approve vendor registration materials and distribute to students for all after school enrichment offerings.
- Present a brief update of after school enrichment and provide information regarding upcoming offerings at Board and Membership meetings.
- Complete approved PTA training, as required.
- The VP of Programs oversees the following:
 - After school enrichment programs