



Woodmoor PTSA

Woodmoor PTSA VP of Membership

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:

Responsible for encouraging PTSA membership and maintaining the membership database

Last Updated: March 2024

- Encourage Woodmoor parents and staff to join the PTSA by raising awareness of the benefits of PTSA membership.
- Track and keep accurate records of PTSA membership.
- Attend Board of Directors and General Membership meetings or provide a written report to the President.
- Maintain the Membership notebook.
- Provide refreshments for General Membership meetings.
- Create and execute membership campaigns designed to accomplish membership goals.
- Enter all members into the State PTA database.
- Work with the treasurer to ensure dues collected match the number of members recorded.
- Ensure that fees are remitted to the PTSA Council.
- Provide membership roster at all General Membership meetings.
- Complete approved PTA training, as required.