



# Plano West Senior High School Wolf Den PTSA 2010-2011 Board Interest Form

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

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

Email: \_\_\_\_\_

Current School: \_\_\_\_\_

Previous PTA or volunteer experience: \_\_\_\_\_

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The officer positions to be recommended by the nominating committee and elected at the March PTSA Meeting are: President, 1<sup>st</sup> Vice President – Aide, 2<sup>nd</sup> Vice President – Volunteers, 3<sup>rd</sup> Vice President – Membership, 4<sup>th</sup> Vice President – Ways and Means, Secretary and Treasurer. The President appoints the remaining Executive Board positions, Historian and Parliamentarian with Executive Board approval. Once the officers are in place, they will begin the process of appointing the Chairmen for Standing and Special Committees for the 2010–2011 school year based on input from this form.

Please check any offices you would be interested in holding. Please number in order of preference.

## Officers

\_\_\_\_\_ **President:** Coordinate the work of the officers and committee chairmen. Presides at all meetings of the association, and represents the local unit as a delegate to council, State and National PTA.

\_\_\_\_\_ **First V.P. – Aide:** Act as Aide to the President. Plans College Night, Major Mania and coordinates Market Days throughout the school year.

\_\_\_\_\_ **Second V.P. –Volunteers:** Organizes and coordinates all volunteer programs and/or activities.

\_\_\_\_\_ **Third V. P. –Membership:** To recruit PTSA members, keep current list of membership, and head up the committee to select PTSA Life Members. Also responsible for submitting membership records and dues to the Texas PTA.

\_\_\_\_\_ **Fourth V.P. – Ways and Means:** Coordinate Ways and Means and be in charge of the Activity Program, coordinating the solicitation of sponsorships in the activity program, collecting monies due and turning over to the treasurer.

\_\_\_\_\_ **Secretary:** Records minutes of all meetings, notifies board members of upcoming meetings, keeps attendance records and maintains PTSA office supplies.

\_\_\_\_\_ **Treasurer:** Acts as custodian of all PTSA funds, maintains all bank records and presents financial statements, prepares tax return for year served. Also serves as chairman of the budget committee.

\_\_\_\_\_ **Historian (appointed by President):** Acts as custodian of records and materials related to the history of the PTSA, records school/PTSA events and activities, prepares school scrapbook. Works closely with the yearbook committee.

\_\_\_\_\_ **Parliamentarian (appointed by President):** Coordinates yearly by-law review committee and nominating committee. Attends all PTSA meetings.

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## Standing Committee Chairmen and Duties

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\_\_\_\_\_ **Activity Program:** coordinate solicitation of sponsorships in activity program, collect payments, be responsible for the layout of the activity program and coordinate the program (work intensive in July and August). Will work with the 4<sup>th</sup> VP to coordinate solicitation.

\_\_\_\_\_ **Arts in Education:** schedule, plan and coordinate the Reflections program, submit entries to Council

\_\_\_\_\_ **Community Service/Scholarships:** coordinate selection process and distribution of community service scholarships

\_\_\_\_\_ **Copy Coordinator:** coordinate volunteers for the copy room at Plano West

\_\_\_\_\_ **Council Representative:** attend monthly meetings of the Plano ISD Council of PTAs and present a report at the subsequent Wolf Den meeting

\_\_\_\_\_ **Cultural Diversity:** support and encourage activities that promote cultural diversity — includes solicitation of host families for the Plano/China student exchange

\_\_\_\_\_ **Directory:** publication and distribution of directory

\_\_\_\_\_ **Front Office Coordinator:** coordinate volunteers for the front office at Plano West

\_\_\_\_\_ **Hospitality:** plan refreshments as determined by the board, coordinate the Senior Brunch and recognize school staff as appropriate

\_\_\_\_\_ **Jasper HS Liaison:** attend Wolf Den meetings and serve as information liaison between the Wolf Den and Jasper HS

\_\_\_\_\_ **PISD Representative:** attend Plano ISD Board of Trustees meetings and report at subsequent Wolf Den meetings

\_\_\_\_\_ **School to Life:** promote higher education opportunities and awareness of student careers

\_\_\_\_\_ **Shepton HS Liaison:** attend Wolf Den meetings and serve as information liaison between Wolf Den and Shepton HS

\_\_\_\_\_ **Webmaster:** coordinate information and update the Wolf Den PTSA website as determined by the Board.

\_\_\_\_\_ **West After Prom:** coordinate activities, appoint chairs for decorating, fundraising, entertainment, door prizes, food, solicitation and tickets, establish budget and theme

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Please email the completed form to Dorrie Brennan at [historian@planopta.org](mailto:historian@planopta.org) or mail to:  
Wolf Den PTSA Nominating Committee, Plano West Senior High, 5601 W Parker Rd., Plano, Texas 75093.

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