



Plano West Senior High School

Wolf Den PTSA

2010-2011 Board Interest Form

Name: _____

Phone: _____

Email: _____

Current School: _____

Previous PTA or volunteer experience: _____

The officer positions to be recommended by the nominating committee and elected at the March PTSA Meeting are: President, 1st Vice President – Aide, 2nd Vice President – Volunteers, 3rd Vice President – Membership, 4th 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.

Standing Committee Chairmen and Duties

_____ **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 4th 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

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