

WCF Parent Teacher Fellowship Board

Are you a leader? Are you organized? Do you like to work with and lead people and events? If these characteristics describe you...than we want you for the PTF Board.

The WCS PTF Board is comprised of parents who share a desire to serve the students, staff, and teachers of our school. We also assist the school as an outreach into the greater community to create awareness of the great campus and offerings we have for the students at WCS. It's some work... but we share the load and we have fun! Our current board is comprised of both working and stay at home parents, across all grades on our campus. Each board position is designed to allow natural leaders to lead, and recruit new parents to be active in the PTF membership that belongs to us all. We have over 100 active PTF members volunteering already; can we add you to that number?

If you want to be more involved, feel you are a natural leader, and can see yourself leading other parents and activities on our campus—then the WCS PTF wants you!

Applications are available at the elementary and secondary front desks. Deadline for submission is **Friday, September 30**. Please contact me if you have questions or would like to discuss openings before applying. lainiebrian@yahoo.com.

WCS PTF Board Positions

President-

- Prepares agenda for monthly Board meetings. Leads monthly Board meetings and quarterly member meetings.
- Acts as a liaison between school administration and the PTF.
- Communicates PTF events and activities to school Administrative Assistant for calendar placement and attends those events.
- Assists with the Auction as needed.
- Recommended advisory role for future Board as needed.

Vice-President -

- Attends monthly Board meetings.
- Attends quarterly member meetings.
- Coordinates/Chairs one major PTF event during the school year.
- Assists with the Auction as needed.
- Carries out duties specific to the VP position:
 - Learns the duties of the President in preparation for the possibility of taking the President position the following term.
 - Fills in for the President as needed.

Secretary-

- Attends monthly Board meetings.
- Attends quarterly member meetings.
- Coordinates/Chairs one major PTF event during the school year.
- Assists with the Auction as needed.
- Carries out duties specific to the Secretary position:
 - Takes minutes for both board meetings and member meetings. Maintains PTF portion of EdLine/RenWeb to include posting of meeting notices, agendas, notes and activities.
 - Submits summary of the member meetings to WCS for publication on the website and in the school newsletter.
 - Responds to any correspondence addressed to the PTF.
 - Completes initial Facility Requests for all PTF Events, meetings, and nursery requirements upon approval of School Calendar. Insures hardcopy of each FR is inserted into Event Planning Binders in readiness for Event Chair.

Treasurer-

- Attends monthly Board meetings.
- Attends quarterly member meetings.
- Coordinates/Chairs one major PTF event during the school year.
- Assists with the Auction as needed.
- Carries out duties specific to the Treasurer position:
 - Keeps an accounting of PTF funds.
 - Submits approved purchase receipts to school accountant.
 - Coordinates Event Chair monies collected, deposits w/ school accountant.
 - Provides monthly report of the account at each PTF Board meeting.

Elementary Room Parent Coordinator-

- Attends monthly Board meetings.
- Attends quarterly member meetings.
- Coordinates/Chairs one major PTF event during the school year.
- Assists with the Auction as needed.
- Carries out duties specific to the Elem RPC position:
 - Organizes and provides guidance to Room Parents.
 - Acts as a liaison between Room Parents/PTF President/Elementary Principal.
 - Assists in the selection and recruitment of Room Parents.
 - Coordinates Room Parents for PraiseFest booths.

Middle School Parent Coordinator (MS PC)

- Attends monthly Board meetings.
- Attends quarterly member meetings.
- Coordinates/Chairs one major PTF event during the school year.
- Assists with the Auction as needed.
- Establish and organize grade level liaisons.
- Carries out duties specific to the MS PC position:
 - Coordinates grade level parent volunteers in assisting with events as needed (Christmas party, Field Day, PraiseFest, 8th Grade "Moving Up" luncheon).
 - Shares responsibilities with HS PC for communication with the Student Government Association and its staff sponsor.

High School Parent Coordinator (HS PC)

- Attends monthly Board meetings.
- Attends quarterly member meetings.
- Coordinates/Chairs one major PTF event during the school year.
- Assists with the Auction as needed.
- Establish and organize grade level liaison
- Carries out duties specific to the PTF HS PC position:
 - Coordinates grade level volunteers in assisting with events as needed (Homecoming, PraiseFest, Prom, Senior Graduation).
 - Shares responsibilities with MS PC for communication with the Student Government Association and its staff sponsor.

PTF Outreach Coordinator

- Attends monthly Board meetings.
- Attends quarterly member meetings.
- Coordinates/Chairs one major PTF event during the school year.
- Assists with the Auction as needed.
- Carries out duties specific to the PTF Outreach Coordinator:
 - PTF Representative at New Family Open Houses in Fall and Spring
 - Create "pre-made" New Family Welcome Gift Baskets for distribution at/thru Registration Process
 - New Family "connection" Personal communication/invites to PTF events/activities

Historian (New-- Currently a non-Board position. Being evaluated in 2011/12)

- Attends monthly Board meetings.
- Attends quarterly member meetings.
- Coordinates/Chairs one major PTF event during the school year.
- Assists with the Auction as needed.
- Carries out duties specific to the PTF Historian:
 - Takes or coordinates pictures for all PTF sponsored events
 - Writes or coordinates the writing all PTF sponsored events
 - Submits article + pictures to local media (minimum Town Crier)
 - Updates PTF display board as needed

Advisory Role: Auction Chairperson-

- Attends Board meetings as appropriate to communicate event requirements as needed.

Advisory Role: Past PTF Board President-

- Attendance at quarterly member meetings recommended.
- Advises and consults with current PTF Board as needed.

Advisory Role: WCS Staff Representative-

- Non-voting position with option to table for administrative approval.
- Attends monthly Board and quarterly member meetings.
- Advises and consults with current PTF Board as needed.
- Liaison between administration, teachers and PTF Board.

General Notes

- All PTF Board members will attend monthly Board meetings and quarterly PTF member meetings.
- Each Board member has an equal vote and decisions will be made by majority rule.
- Other than the President, each Board member will be responsible for coordinating one of the PTF events listed below. As Coordinator, the member oversees the Chairperson of the committee for the event, or may Chair the committee themselves. The Coordinator will report to the Board pertinent information and progress of the event committee.

Terms for Positions

All Board positions are two year terms.

PTF Sponsored Events

**PTF Sponsored Events are intended to promote the fellowship of all WCS students, families, and faculty.
Events and activities are open to all students, families, and faculty on campus**

Teacher Back-to-School Luncheon (before students return)
Back to School Ice Cream Social (All families, evening dessert social)
New Families Coffee (morning, after school begins)
All School Variety Show
Jingle Bell Junction
Christmas Social (breakfast)
Chili Cook Off/ Open Mic Night
Father/Daughter Dance
Mother/Son Event
Teacher Appreciation Week

WCS PTF BOARD RECRUITMENT APPLICATION

Name: _____ Phone #: _____

Email address _____

Years Attending WCS: _____ Children's Grade(s) _____

1. What leadership roles have you previously and/or currently served in?

2. Please provide an example of an event and/or project that you led.

3. What is your availability on days & evenings for meetings and events?

4. Do you have good people skills? _____ Explain _____

5. Are you a member of a local church? _____

6. Describe your spiritual walk. _____

7. In what ways will your gifts/talents benefit WCS and the PTF Board? _____

8. Are you willing to make a minimum 2 year commitment? _____