

## Wilder PTSA Executive Committee Time Commitment

**Background:** The Executive Committee consists of President(s), Secretary, Treasurer and any VPs deemed necessary to oversee all areas of the Organizational Chart. The Executive Committee is presented as a slate of volunteers to be voted in by Wilder General Membership prior to the end of the current year. At that time, new Officers would begin a transition period with the current Officer.

All Officers are HIGHLY ENCOURAGED to hold their position for *a two-year period*. However, officers must be voted in each year as part of the slate presented by the Nominating Committee.

Below is a summary of the time commitment associated with being on the Executive Committee. (Additional time commitments, based on your position, will be required to perform the duties associated with your job description. Speak with someone who has held the position to determine the job's time commitment.) This is an "almost" complete list of time commitments. While it is not 100% complete and can change depending on the year, it should give you a good picture of expectations.

### Current School Year

#### April – June

- **Highly Encouraged** to attend all remaining Board Meetings to acquaint yourself with the position and all aspects of Wilder PTSA.
- Incoming President, Treasurer & Ways 'n Means will be **expected to attend** the budget meetings.
- 9:15-10:45 am – Executive Committee or Board of Directors Meeting – 2nd Monday of each month

#### April

- **Highly Encouraged** to attend 3 Budget Meetings – each meeting lasts 2-3 hrs. and is held during the school day, usually over 3 consecutive weeks. This is where the plan/budget for the following school year is put together.

#### May

- **Highly Encouraged** to attend the PTA Convention. First weekend of the month (Fri, Sat, Sun). You will be able to take specific classes that will help you in your PTSA Officer Role. (If you miss this event, there will be other opportunities for you to get this valuable training).
- **Highly Encouraged** to attend the district training offered by LWPTSA. It will be one evening in May.

#### June

- **Expected to attend** New Officer Retreat – a 2-3 hr Brunch type meeting before the end of the school year to welcome new members and begin the work as a new Executive Committee.

### New School Year

**Expected to attend** - all Monthly Meetings (If you cannot, please send a second to provide a committee report.)

- 9:15-10:45am – Executive Committee or Board of Directors Meeting – 2nd Monday of each month

#### August

- **Expected to attend** Open House and Welcome Back Staff Breakfast (hosted by the Executive Committee)
- **Highly Encouraged** - New Family Welcome Tea, Curriculum Nights (as needed by your positions)

#### October

- **Expected** to attend PTA and the Law. One executive committee officer must attend this training. It is

valuable for as many executive committee members as possible, to attend. This is in addition to other training sessions. PTA and the Law explains what a PTA can and cannot do as a result of their non-profit status.

#### **December**

- **Expected to attend** Volunteer Holiday Brunch (hosted by the Executive Committee)

#### **April**

- **Expected to attend** 3 Budget Meetings – each meeting lasts 2-3 hrs and is held during the school day, usually over 3 consecutive weeks. This is where the plan/budget for the following school year is put together.

#### **May**

- Highly Encouraged to attend the WA State PTA Convention. First weekend of the month (Fri, Sat, Sun). You will be able to take specific classes that will help you in your PTSA Officer Role.
- Highly Encouraged to attend the district training offered by LWPTSA. One evening in May.

#### **June**

- **Expected to attend** New Executive Committee Retreat – a 2-3 hr brunch type meeting before the end of the school year to welcome new members and begin the work as a new Executive Committee.
- **Expected to attend** Volunteer Brunch (hosted by the Executive Committee to thank org chart chairpersons and Wilder staff that work closely with the PTSA during they year.)

#### **Highly Encouraged throughout the year:**

- Wilder PTSA events that may require oversight or extra volunteer assistance
- Regional Training evening in August and/or March
- One or more LWPTSA council meetings to network with area PTSA's and hear from the district offices about education issues
- Other meetings as deemed necessary by President(s)

There will be additional time commitments based on the position you hold. If you have additional questions as related to specific PTSA Officer Positions, we highly encourage you to reach out to the existing officer to get further detail.

Holding an Officer Position on the Executive Board provides you with a tremendous opportunity to help shape the direction and future of our children and their education. We sincerely appreciate you considering to give your time, energy and support to an Officer Position, the PTSA, and Wilder Elementary School.