

**Wilder Elementary PTSA Goals**  
**Written by the Executive Committee**

***Common Goal: Come up with the best ideas ever to solve every problem.***

**Presidents**

- Continue open communication with Wilder staff so they are comfortable coming to us with any problems or requests.
- Continuously review our goals so they align with the district and Wilder staff goals for our students.
- Be open and welcoming with all parents in our community so parents are comfortable approaching any Board Member with a request or problem. Encourage involvement by volunteering and attending PTSA meetings.
- Update the procedures/policies notebook that addresses how Wilder PTSA works so future board members have the information readily available to them.

**Secretary**

- Keep accurate track of meeting minutes and other required documents.
- Send out timely reminders of meetings and other activities to BOD.

**Treasurer**

- Summarize timely and accurate financial data and compile in monthly Treasurer's report.
- Communicate relevant financial information to the Board of Directors and PTSA members through monthly presentation of the Treasurer Report. Communicate relevant financial information to Executive Board through ongoing discussions as needed.
- Ensure compliance with practices and procedures identified in the Financial Management Audit Checklist.
- Spearhead annual budgeting process. Develop a budget using input and research from Board of Directors, requesting staff, and individual content experts. Ensure final budget and reserve amounts are communicated and discussed with Board of Directors and approved by the General Membership. Gain consensus from the Board of Directors on new and existing budget line items. Closely monitor actual spending vs. budget throughout the year and communicate any material variances.

**Communications**

- Produce a PTSA newsletter and update PTSA website and calendar to keep parents informed of PTSA activities and programs.

**VPs of Volunteers**

- 100% support at PTSA sponsored events – making sure enough volunteers are available to make each event successful.
- Eliminate much of the paperwork and move toward a database-type system.
- Re-work the volunteer sheet that goes in the summer mailer so it is easier to understand and provides as much information as needed for each position.

**VPs of Ways-N-Means**

- Continue to work for successful fundraisers to fund the many programs the PTSA offers.

- Continue to provide fun community events that bring the students/parents/teachers together outside of the school day (Spring/Fall Events, etc).

### **VPs of Enrichment**

- Have a system that communicates the Enrichment programs, processes and requirements.
- Work with parents for 100% support of the Enrichment classes which includes making sure parent chaperones are attending EVERY enrichment class and classes are starting on time.
- Establish a policy for non-conforming volunteer chaperones.
- Develop processes and procedures to ensure successful and well-attended programs in the future. Determine better publicity, other means than PO, for open enrichment classes.

### **VP of Legislation & Advocacy**

- Advocate for children.
- Work to help the district pass the levy in February.
- Write monthly editions of Wolf Howl to keep our membership informed of legislative activity and what the membership can do to help.
- Network with and learn from other Legislative folks.
- Rally our members to attend Focus Day.
- Be available to our members to discuss legislative issues and listen to their ideas and concerns about advocating for our children.