

**Get involved and learn more about WAMS!  
Open Board Positions Two-year Term 2018-2020**

**All Board Positions: Participate in monthly PTO Board meetings and attend monthly Parent Advisory Committee (PAC) meetings.**

**Co-President**

Works with Co-President to oversee the PTO Board. Meets monthly with: 1) the Board of Education and Bernards Township PTO Presidents and 2) the WAMS Principal. Necessitates excellent interpersonal, communications, and organizational abilities.

**VP Communications**

Informs the PTO of various school activities through the periodic publication of a PTO newsletter. Maintains the PTO website. Will need to set up and manage proposed Facebook Page. Needs effective communications and organizational skills plus a working knowledge of word processing and presentation software.

**Secretary**

Records minutes of all PTO Board and general Meetings. Will also record minutes of monthly PAC meetings.

**VP Fundraising**

Oversees all fundraising efforts run by the PTO through the school year. These include those that have their own committee chairs & volunteers - Turkey Trot, Magazine Drive, Lunch & Laugh etc. In this case the VP will act as a liaison between the committee and board, providing resources as and when needed.

The Annual Pledge Drive and ongoing yearlong fundraisers will also be planned, executed and managed by the VP Fundraisers - AmazonSmile, Lands End, Stop & Shop and the like.

**VP Volunteers**

To solicit and manage chairs & volunteers for various committees that help with the many school wide events led by the PTO and/or school staff.

The VP Volunteers will solicit committee chairs and volunteers for open positions at the beginning of the school year. Preceding each event Committee Chairs to be provided with event notes, faculty contact, volunteer list, budget line item as the case might be.

The VP Volunteers will liaison with Committee Chairs during the event prep to ensure that they have required volunteers and will reach out to additional sources as the need arises.