

# 2023-2024 PTSO Executive Board and Committee Chairs

MAKE A DIFFERENCE - GET INVOLVED WITH PTSO!

## **President**

*Jonathan Fortner*

Presides over monthly meetings, plans agenda, communicates regularly with Principal, PTSO Exec Board, and other board members. Represents WHS at Open House and other events as needed. Represents PTSO at WHS Foundation meetings.

## **Vice President**

*Allison Scott*

Works closely with President and PTSO Board members, preparing to serve as President the upcoming year.

## **Secretary**

*Kyla Carter*

Takes minutes at monthly meetings and other official PTSO meetings. Prepares and submits minutes to PTSO Board for approval. Writes "thank yous" and other communications as needed.

## **Treasurer**

*Jennifer Hinton*

Tracks all financial activities of PTSO. Works closely with Bookstore Recorder and WHS Bookkeeper. Provides monthly financial report to PTSO Board for approval. Prepares the annual PTSO budget for approval. Works with accountant to file IRS forms.

## **Parliamentarian**

*Mary Martin*

Provides guidance to PTSO Board according to Roberts Rules of Order. Attends monthly meeting and is available to answer any procedural questions. Maintains PTSO bylaws. Position usually held by previous year's PTSO President.

## **One West Corner Coordinator/Scheduling**

*Abigail Jumper/Kathy Dickerson*

Solicits volunteers and sets up work schedules.

## **One West Corner Food Buyer**

*Julie Bankston/Brandy Rappe*

Determines bookstore needs and purchases items.

## **One West Corner Records**

*Rosemary Mary*

Collects, counts, and deposits money weekly. Maintains accurate record of all bookstore's financial activity.

## **One West Corner Apparel Buyer**

*Jennifer Phillips*

Coordinates design, printing, inventory, and pricing of spirit-wear items for bookstore.

## **Food Truck Coordinators**

*Amy Shuler/Jen Beilharz/Marsha Dance*

Gets volunteers for drinks/coolers and cleanup for food truck days for students.

## **Facility/Grounds**

*Kurt Kammann*

Establishes and communicates about grounds "workdays." Works with WHS clubs and teams to help with clean-up. Keeps inventory of things that need cleaning, fixing, or landscaping.

## **Signage**

*Mary Martin*

Responsible for keeping PTSO forms and indoor and outdoor signage up to date.

## **Freshman Orientation (t-shirts)**

*UNFILLED*

Organizes event and solicits a team of volunteers. Works with principal and freshman vice principal to coordinate event. Prepares class t-shirts and solicits donations to underwrite costs.

## **Library Volunteer Coordinator**

*Helen Arnold/Laura Coens*

Creates schedule of volunteers to work in the library.

## **Teacher Enrichment Funds**

*Nikki Freeman*

Twice a year, invites teachers to submit an enrichment funds request. Works with principal and committee to review requests and determine which can be granted. Presents committee's recommendations to PTSO for approval. Notifies teachers.

## **New Parent Coffee**

*Chantelle Fields/Alyson Morgan*

Coordinate's donations of breakfast goodies and volunteers for a parent coffee the day of Freshman Orientation.

## **Newsletter**

West Weekly Update

*Amanda Capps*

Membership Data Entry

*Kyla Carter*

Communicates and promotes West events and information to membership as well as the community.

## **Open House**

*Sarah Hamilton/Nicki Collett*

Works with Principal to create agenda, print materials, and coordinate refreshments. Works with WHS staff to get tables set up for any organization to promote their program.

## **Office Volunteer Coordinator**

*Allison Kohl*

Schedules volunteers to work in Front Office on a once-a-month basis during the school year. Provides training for the volunteers and creates a list of substitute volunteers.

## **PTSO Graduation Scholarship**

*Gina Burch*

Updates 2 scholarship forms and distributes to the senior class. Coordinates a committee to review applications and determine recipients. Publicizes winners and ensures scholarships are awarded to winning seniors.

## **Senior Events**

Senior Suppers

*Brandy Rappe/Julie Bankston/Mary Martin*

*Shara Alexander/Elisa Chesney/Ashley*

*Harkrider*

Senior After Awards Celebration

*Nathan Etheridge*

*Heather Ryerson*

**NEED MORE MEMBERS**

Senior Breakfast

*Chantelle Fields/Paige Brooke*

Baccalaureate

*Amy Shuler/Minette Townsend/Molly Meigs*

Graduation Gift Cards

*Leslee Wilkinson/Kim DeRoche*

Signage

*Molly Meigs/Rebecca Robinson*

## **Soiree Chairs**

*Katie Neely/Katy Bibee*

Responsible for planning annual spring fund-raising event. Works with local businesses and includes coordination of committee members to plan the dinner/auction event.

## **Teacher of the Year**

*Sondra Dubon/Jeanne Potter*

Works closely with Principal to evaluate method to rank teachers and select the Teacher of the Year and the runners-up. Arranges for prizes for winners and publicizes award.

## **Teacher Appreciation/Hospitality**

*Colleen Austin/Amy Kirby*

Plans and provides meals for teachers and staff throughout the year. Organizes Teacher Appreciation Week. Enlists volunteers to help with events.

**#OneWest**