

# 2021-2022 PTSO Executive Board and Committee Chairs

MAKE A DIFFERENCE - GET INVOLVED WITH PTSO!

## **President**

*Shannon Thackston*

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**

*Mary Martin*

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

## **Secretary**

*Angela Acker*

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. Obtains audit at the end of fiscal year.

## **Parliamentarian**

*Ginger Holladay*

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 and Kathy Dickerson*

Solicits volunteers and sets up work schedules.

## **One West Corner Food Buyer**

*Julie Bankston*

Determines bookstore needs and purchases items.

## **One West Corner Records**

*Kristie Johnson*

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

## **One West Corner Apparel Buyer**

*Mimi Shymlock*

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

## **Food Truck Coordinators**

*Amy Shuler/Joann Scott/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**

*Wendy Mangum*

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

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

*Molly Meigs/Rebecca Robinson*

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**

*Valerie Coleman*

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**

*Amy Jackson/Ashley Oelrich*

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

## **Newsletter/Public Relations/Communication**

West Weekly Update

*Amanda Capps*

Public Relations

*Ellie Whitesell*

Membership Data Entry

*Angela Acker*

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

## **Nominating Committee**

*Ginger Holladay/Mary Martin/Caren Miller*

Organizes a committee that recruits new board members for the upcoming year and encourages other parents to get involved at West.

## **Open House**

*Marsha Dance/Joann Scott*

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*

Creates schedule of 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 (Graduate) Scholarship**

*Emily Miller/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**

Coordinator

*Keri Gray*

Senior Suppers

*Anne Marie Gray/Mary Pruitt*

Senior Awards Celebration

*Holly Eddins*

Senior Breakfast

*Mandy Huffaker/Amy Mynatt*

Baccalaureate

*Amy Shuler/Molly Meigs*

Graduation Raffle

*Marci McGregor*

## **Soiree Chairs**

*Melissa Mason/Emily Wright*

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**

*Laura Heinz*

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.

## **West Fest Food**

*Kristen Pearson/Allison Kelso/Becky*

*Whitehorn/Gina Burch/Emily Harriman*

Works with the administration and the WHS Foundation to organize event.

#OneWest