

PTA Board of Directors 2021/2022 School Year

PTA Elected Officers	
VACANT	President: Presides at all meetings of the general membership (3) and the board of directors (monthly). Coordinates the work of the officers, the board and the committees
VACANT	Vice President, Membership: Attends monthly board meetings, manages Member Hub, and uploads list of members to the NCPTA. Keeps a database of volunteers and where they would like to serve. Send volunteers to appropriate committee chairs or staff.
VACANT	Secretary: Records the minutes of the general membership meetings (3) and the board of directors (monthly) and maintains a file of important documents.
VACANT	Treasurer: Maintain funds (deposits, expenditures, etc). Provides financial reports to board at monthly meetings.
PTA Committee Chairs	
VACANT	Communications: Flyers, announcements, PTA website, email. Acts as liaison between PTA and Williston for announcements on Facebook and Williston Website
VACANT	Fundraising: Responsible for planning fundraising events, organizes Box Tops collection drive (Two turn-in dates, Fall and Spring, http://www.boxtops4education.com).
VACANT	Landfall Grant: Responsible for submitting yearly report and application; leads communication with Landfall; ensures appropriate publicity
VACANT	Spirit Wear: Design, order and organize spirit wear and sales.
VACANT	Gregory Liaison: Supports communication between Gregory and Williston Middle School students, parents, and staff.
1 -VACANT 2- VACANT 3- VACANT	Yearbook: Contract and work with yearbook company, orders, photos, ads, personnel messages.
VACANT	8th Grade Dance (end of year event): Manage volunteers (6 th and 7 th grade parents), theme, tickets, donations, food, music, decorations, photography, etc
VACANT	Athletic Banquet (end of year event): Manage volunteers, coordination of athletic banquet with Athletic Director
Ms. James	Staff of the Month: Manage nominations, execute monthly delivery to staff recipient
VACANT	Hospitality/Teacher Appreciation: Manage volunteers, plan for Teacher Appreciation week (first full week of May). Plan three meals a year for staff; provide holiday treats in the staff lounge on occasion.