

**PTSA President (Executive Board Member)**

Organizes WHS PTSA; coordinates with the school administration; prepares monthly agendas and presides at both General Assembly meetings and Executive Board meetings. Encompasses Faculty, Students, and Parents in meetings and works to build strong communication between members, faculty, and students. Helps plan annual budget with other Executive Board Members and checks that appropriate committees are formed to accomplish the goals of the PTSA, such as membership, fund-raising, hospitality, events, etc. Relays information received from State and District PTA and checks that deadlines are met. Ensures WHS PTSA records are filed with District and California PTA. Search for 'Program' material to feature at each monthly General meetings. Arrange Parent Education night events when possible. Keep records of activities, timelines, and processes for future Presidents. Works with Secretary and Treasurer to create Security and Record Retention policies and ensure appropriate records are kept for record retention and audit trail purposes. Signer for Check Requests.