

2016-17 Whitman Middle School PTSA Openings

Co-Vice President, Volunteer Coordinator - Recruit volunteers for various school events, tutoring, bakers, etc. and keep record of their contact info. Work with board members to call on volunteers throughout the year. Time requirement: 5-10 hours per week August to September, 5 hours per month during rest of year. Attend one 2-hour board meeting each month.

Co-Vice President, Fundraising – Work with Daria Penta, the current Vice President of Fundraising, to run the Annual Giving Campaign and coordinate Passive Fundraising. Also, provide assistance to Funky Formal Chair(s) as needed to ensure the event is successful. Daria can train you to take over as chair for the 2nd year of your term. **2-year term, 5-10 hours/week in month of October. 5 hours per month during rest of year.**

Co-Vice President, Communications – Work with Gretchen Thomas, the current Vice President of Communications, to edit and distribute the **Whitman weekly newsletter**, and other email communications. Help Gretchen work with Whitman, other area schools and community groups to gather and curate newsworthy content for our subscribers. **2-year term, 5-7 hours/week in month of September. 1-2 hours per week during rest of year.**

Vice President, Events – Recruit Volunteers to chair community events including International Potluck and Science Fair/Spaghetti Dinner and provide help and coordination with staff as needed to ensure events are successful. **2-year term, 10-20 hours during event months typically in early August, October and May. 5 hours per month for the rest of the year.**

Dance Chair - Do you like planning fun events for our kids? Work with school staff, students in Associated Student Body and their counselors to plan student dances. Organize volunteers to sell dance tickets and chaperone the dances. Coordinate DJ reservation, game and activity reservations, setup and cleanup for one or two dances per year. Time Commitment: **up to 6 hours per week for the 3 weeks prior to a dance.**

8th Grade Transition Chair – We need a 6th or 7th grade parent to coordinate the 8th grade Promotion Ceremony held during the last two weeks of June. We can provide you with detailed instruction on setting up chairs, stage, and graduation reception – even photos of the set-up!

Science Fair Chair – collaborate with Science Teachers and PTSA volunteers to organize our Science Fair date (TBA). Advertise the event through the Whitman News, Whitman Website, and all school e-mails. Assist in science display set-up.

Legislative Liaison Chair – Keep the Whitman Community informed of Legislative developments that affect Seattle Schools. Research websites to educate yourself on the issues and inform us by writing articles explaining both sides of the issues. Attend Whitman PTSA meetings and report to PTSA on these legislative developments. Submit articles about legislative issues for the Whitman Newsletter.

Hospitality Chair – Act as a resource for hospitality throughout the year. Coordinate refreshments including baked goods, coffee and tea service, for events as requested by Event Chairs. Work with Volunteer Coordinator to send out calls for baked goods and with event chairs for guidance on other event needs.

For more info on volunteer opportunities, please email Whitman PTSA Volunteer Coordinator, at volunteer@whitmanptsa.com