



PTA Call for Nominations!

Now is the time for YOU to step up and be a part of something that matters to your family.



We are currently seeking nominations for the Executive Board of the Woodburn Elementary School PTA for the 2025-2026 school year.

The Executive Board consists of a President, Vice President, Secretary, and Treasurer. All positions are open and accepting nominations, but we currently have no potential candidates for three key positions: President, Vice President and Treasurer. **We MUST have a Treasurer in order to operate as a PTA.** Most committees have strong, returning leads but we are looking for the next wave of leaders for these key Executive Board positions.

Those elected to each position will serve one year term. You may nominate yourself by completing the form on the back and returning it to school with your child in a sealed envelope marked PTA NOMINATING COMMITTEE.

The nominating committee will present a slate of candidates at the PTA Membership Meeting on April 10, 2025. **The election will take place at the final meeting of this school year on May 29, 2025.**

President

- Leadership: Oversee and guide all PTA activities and initiatives.
- Meeting Coordination: Schedule and preside over meetings, ensuring an agenda is set.
- Representation: Act as the primary liaison between the school administration and the PTA.
- Strategic Planning: Set goals and objectives for the PTA and ensure they are met.
- Committee Oversight: Lead and support various PTA committees and activities.

Vice President

- Support: Assist the president in their duties and step in when the president is unavailable.
- Committee Leadership: Chair specific committees as needed, often focusing on special projects.
- Membership Engagement: Help recruit and engage PTA members, promoting participation with the Membership Chair.
- Event Planning: Collaborate on organizing events and programs.

Secretary

- Documentation: Record minutes of meetings and distribute them to PTA members.
- Communication: Manage correspondence and maintain PTA records and files.
- Membership Records: Keep track of attendance at meetings.
- Meeting Preparation: Prepare materials for meetings, including agendas and reports.

Treasurer

- Financial Management: Manages PTA bank account and online payment systems (e.g., PayPal, Givebacks) and collects/disperses funds.
- Budgeting: Develops, tracks, and presents PTA budget.
- Oversight: Fulfills compliance requirements, including financial review/audit.
- Budget and/or finance background preferred.

Please fill out the form below and return to school with your child in a sealed envelope labeled "PTA NOMINATING COMMITTEE" no later than Friday, March 28, 2025.

I am interested in volunteering for the following 2025-2026 board position(s) for the Woodburn Elementary School PTA

Name: _____

Phone: _____

E-mail: _____

Position(s) for which I would like to be considered:

Why I would be a good candidate for the position(s) listed above:

Thank you for your continued support of the Woodburn PTA!

You will be contacted by the Nominating Committee prior to the May Meeting.

If you have any questions or are interested in becoming a committee member, please contact Aileen Elsaesser at aileen.elsaesser@gmail.com.

Committees include:

- Membership
- Clean Kitchen Nights
- Communications
- Spirit Wear
- Yearbook (open position)
- Advocacy
- Concessions