

## Walker Middle Magnet



### Walker Middle Magnet PTSA 2025- 2026 Board of Director Positions

Contact [walkerptsainfo@gmail.com](mailto:walkerptsainfo@gmail.com)

**Do you want to make a difference in your child's life and the lives of classmates?  
Joining the PTSA as a board member and together we can have some fun and  
support our school!**

#### **This is a list of positions**

1. **Treasurer (Officer)** - Record finances into quickbooks and reconcile accounts. Write checks and make deposits as needed. Volunteering at events, when available. Position will be vetted due to handling money.
2. **Secretary (Officer)** - Record meetings and edit minutes. Serve as support to President and Treasurer. Assist VP's in obtaining their mission. Volunteering at events, when available.
3. **VP Programs (Officer)** – This position oversees and/or coordinates all programs and creates new programming as needed. This position leads existing programs without chairs, supports programs with chairs and coordinates communication as needed: Examples of programs include Reflections, family nights, spirit nights, dances, or coordination of club events/programs.
4. **VP of Advocacy (Officer)** – This position oversees and/or coordinates all programs related to supporting students, families, and the community. This position leads programs without chairs, supports programs with chairs and coordinates communication as needed. Examples of programs include Red Ribbon week, PTSA grants, AVID family nights, Helping Hands food drive, and service opportunities. Participate at SAC/PAWS meeting, if applicable.

5. **VP of Ways & Means (Officer)** – This position oversees and/or coordinates all fundraisers and develops new fundraisers as needed. This position leads programs without chairs, supports programs with chairs and coordinates communication as needed. Past fundraisers included Nifty Fifty Papa John's cards, cookie dough. Other programs have included spirit nights, Jeans Day, and concessions. This position also manages apparel and secures and manages business sponsorships. Position will be vetted due to handling money.
6. **VP of Membership (Officer)** – This position is responsible for coordinating activities focused on increasing PTSA membership and student/parent involvement in PTSA activities. This position may work with the VP of Ways & Means to secure business sponsors for fundraising. This position will participate at events to boost membership and collaborate with the Corresponding Secretary to use messaging to increase membership.
7. **Corresponding Secretary (Officer)** – This position is responsible for all the PTSA's communications with our parents, staff, students, and community. This position is responsible for design, production, and distribution of any PTSA collateral, updates to PTSA content on school-related websites, utilization of social media, and supports communication needs of other committees or events sponsored by the PTSA. This position may assist with the preparation of any award submissions, as needed. This position may seek support from designated chairs.
8. **Chair of Social Media (Standing Committee)** – This position supports the Corresponding Secretary by designing and producing social media content in support of PTSA programs and events. This position is responsible for managing and updating all social media accounts including Twitter, Facebook, Instagram. Seeking those skilled in creative design using Canva or bit.ly. Collaborate with the Board of Directors to deliver engaging content driving participation in PTSA programs and events.
9. **Chair of Volunteers (Standing Committee)** – This position is responsible for volunteer recruiting, coordinating scheduling, and managing volunteers for events using PTSA tools. This position will connect interested volunteers with the PTSA needs for other committees and programs. This position will support other Board of Directors volunteer needs.
10. **Chair of PTSA Grant Program (Standing Committee)** – This position is responsible for leading a group of individuals who will review the requests for the

PTSA fall and spring grants. This position works in collaboration with the Treasurer.

- 11. Chair of 8<sup>th</sup> Grade Dance (Standing Committee)** – Due to the size and scope of this event, we are looking for one or two individuals to lead the effort in planning and organizing the 8<sup>th</sup> Grade dance which occurs in May. This committee and its members are supported by the rest of the Board of Directors as needed.

***There is a definite need for Volunteers and even if you are unable to fill a position, let us know your interest and you can assist one of the board members.***

**Excerpt from the Walker Middle Magnet PTSA ByLaws:**

The Board of Directors of the Walker Middle Magnet PTSA shall consist of the officers of the association, the chairs of standing committees and the principal of the school or a representative appointed by him/her. The vice-presidents shall function as aids to the President and shall perform duties of the President in the absence or disability of that officer. The Board of Directors may create such standing committees as it may deem necessary to promote the purpose of the Walker Middle Magnet PTSA.