

West U PTO 2010-2011 Executive Board and Committee Positions

PTO President: Oversees and coordinates all PTO activities and general PTO meetings; represents WUES at HISD meetings; be an ex-officio member of all committees including SDMC and West U Foundation but excluding nominating and audit committees.

HISD Liaison	Public Relations
Grounds & Playground	School Supplies

PTO President-Elect: Presides over the PTO in the absence of the President; assists the President; an ex-officio member of all committees including SDMC and West U Foundation but excluding nominating and audit committees. NOTE: This position is a TWO-YEAR commitment.

Red Apple Back to School Sale	Kindergarten Coffee
Webmaster	

PTO VP Budget & Finance: Oversees the PTO budgeting process and ensures compliance with non-profit regulations.

PTO VP Fundraising: Plans strategy and provides oversight for all the fundraising committees for the entire school year; oversees major fundraising for corporate and family underwriting campaigns.

Auction/Family Night	Directory
Birthday Book Club	Gift Wrap
Book Fair	Underwriting
Carnival	West U Gear

PTO VP Service: Plans, oversees and coordinates service projects with the school administration.

PTO VP VIPS: Plans, oversees and coordinates school volunteers, hospitality for school events, and special events for teachers.

Computer Volunteers	Wonderful Wednesday
Hospitality	

PTO VP Curriculum Enrichment: Plans, oversees and coordinates enrichment programs with teachers and school administration.

Accelerated Reader	Math Enrichment
Art Enrichment	Math, Art & Science Night
Chess Club	International Festival
Literature Enrichment	Recycling
Wildlife Sanctuary	

PTO VP Room Representative: Plans, oversees and coordinates the efforts of grade level representatives and room parents; prepares room parent notebooks; and ensures that HISD and school policy are communicated to all room parents.

All Grade Level Reps.	T-shirt Coordinator
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PTO Treasurer: Administers the day-to-day financial operations of the PTO including bill payment, preparation of monthly financial statements, maintenance of banking and vendor relations and assistance with tax returns and the audit.

Assistant Treasurer

PTO Recording Secretary: Oversees, prepares, distributes the agendas and minutes for general PTO meetings and executive board meetings.

PTO Corresponding Secretary: Coordinates the printing and distribution of the first day packets with PTO committee chairs and school administration; coordinates with VP Fundraising to solicit and record PTO memberships; brings PTO membership list to each general meeting for check-in; handles all PTO correspondence including notices of meetings.

Appointed Executive Board Positions

PTO Historian/Yearbook

PTO Parliamentarian

School Representative: John T. Threet, Principal

Fifth Grade Committee Positions:

Bluebonnet Party	Graduation After Party
Yearbook Signing Party	Picnic
Candy, Popcorn & Snow cones Sales	Sociable
Club 2018	Treasurer
Fifth Grade Video Project	T-Shirts
Graduation	5th grade mom's night out

SDMC PTO Appointed Members: PTO President appoints two parent members. Parent members serve a two-year term.

West U Foundation Trustees Appointed Members: PTO President appoints five trustees. Members serve up to a five-year term.

Bold marks PTO Executive Board members