Dear White Oak Middle School Families,

On behalf of the WOMS PTSA, we welcome all of the returning and new WOMS families to the 2022-2023 school year. We are gearing up to have an awesome year and are asking all of you to consider joining the PTSA as we work together to make your child/children’s middle school experience a phenomenal one.

PTSA Meetings will be held on every 2nd Tuesday of the month (unless otherwise stated). We will plan to have a few of the meetings in person since we have not had an in-person meeting since before the pandemic.

Our first meeting of the year will be on September 13, 2022 at 7pm via zoom. We hope to hold elections to vote in either returning or new Board members for the 2022-2023 school year. All positions are open as of right now except for Treasurer, which is a 2 year term. We are looking to add a Co-Treasurer, someone who would join our current Treasurer and then take over next year. Below is a list of each available position and the associated duties.

If you are interested in becoming part of our Board, or know someone who is interested, please send in nominations to [membershipwomsptsa@gmail.com](mailto:membershipwomsptsa@gmail.com) by September 12th or bring your nominations to the meeting on September 13th.

Other than serving as a Board member, we are also seeking volunteers to lead and/or assist with fundraising, staff appreciation, and other events offered throughout the school year.

I want to thank you in advance for all of the support to the school as well as the PTSA. I look forward to meeting all of you soon.

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**Vice President:** may be called at any time to fill the president role temporarily or until the position is filled in accordance with the bylaws. Responsibilities include:

* Implementing duties delegated by the president.
* Representing the president in his/her absence
* Performing specific duties as provided for in the bylaws

**Secretary:** willserve the PTSA by keeping an accurate record of meetings, which becomes part of the PTSA. Responsibilities may include:

* Working with the president to create the meeting agenda
* Keeping attendance and making sure that we have the minimum number of members to conduct business at a meeting.
* Taking minutes, including counting and recording votes

**Treasurer:** will serve the PTSA to ensure the appropriate financial records are kept. Responsibilities may include:

* Keeping accurate records and submitting written financial statements for meetings.
* Chairing the Budget Committee, which prepares and monitors the annual budget
* Ensuring an audit and financial review is done in accordance with the bylaws.
* Filing the 990 report to the IRS on time
* Submitting state-level reports and filings as required
* Overseeing proper handling of money, such as ensuring money is collected, counted, recorded and deposited promptly and appropriately.
* Ensuring financial checks and balances are in place at all times.

Thanks,

Ashley Moore

WOMS PTSA President