



Help us help support our students!

WHSPPO IN ACTION

School and Teacher Programs

- Faculty and Staff Appreciation
- Faculty Mini Grants
- Alumni Teacher Award
- School Beautification
- Guest Speakers and Community Events

Student Programs

- Academic and Service Awards
- Media Center Trivia Contest
- METCO Late Bus
- Senior Show
- Winter Week Activities

Wayland High School Parent Organization Board and Committee Nominations for 2013-2014

- ✓ I would like to get involved at the High School but am not sure where to start.
- ✓ I would like to have up-to-the-minute knowledge of new initiatives and current hot topics at WHS.
- ✓ I would like to get involved at the High School but I am worried about the time commitment.

If any of the above statements are true, then please consider getting involved with the Wayland High School Parent Organization (WHSPPO)! WHSPPO is in the process of preparing a slate of nominees for the WHSPPO Board and Committee Chairs for the next academic year, 2013-2014.

Most jobs take no more than a couple hours a month, some are seasonal, and a few require a routine commitment. (See below for position descriptions.)

Members of the Wayland High School community are encouraged to submit names of nominees. Please also feel free to raise your own hand if you are interested! All positions can be shared.

The nomination period is open through Monday, March 25, 2013.

Please submit names for available positions to Jeanne Downs at jeannedowns84@gmail.com or Sue Mitrano at smitrano@comcast.net. You may also send your nomination to the WHS main office to the attention of "WHSPPO." If you have any questions, please contact Jeanne or Sue.

Available WHSPPO Positions 2013-2014:

<u>Board Members</u>	<u>Nominee Name</u>	<u>Contact Info</u>
Vice President	_____	_____
Assistant Secretary	_____	_____
Treasurer	_____	_____

<u>Committee Chairs</u>	<u>Nominee Name</u>	<u>Contact Info</u>
Staff Appreciation	_____	_____
Student Activities	_____	_____
Mini-Grants	_____	_____
Beautification	_____	_____
Publicity	_____	_____
Volunteer Coordinator	_____	_____
Membership	_____	_____

Board and Committee Chair Descriptions

The WHSPO Board is comprised of officers and committee chairs. It meets one morning per month to conduct WHSPO business. Anyone may attend.

Board Officers

Vice President - Act as an aide to the President; perform the duties of the President in the absence or inability of that officer to serve; assume other responsibilities as assigned by the Board; coordinate the general activities of any Special Committees created by the Board. Ideally – is willing to serve as President in the future. (Effort: year-round, time varies depending upon roles)

Assistant Secretary – Keep and distribute minutes when Secretary is unavailable. Assist with fall back-to-school WHSPO fundraising/volunteer mailing. (Effort: 2-3 hours per month in August/September, 1 hour per month thereafter, includes attending meetings)

Treasurer - Lead annual budget review process; interface with town-wide treasurer, authorizing disbursements; receive and make deposits of all WHSPO monies; monitor flow of income and expenses to ensure adherence to established budget; present financial reports for discussion at monthly meetings; assure that WHSPO policies and best practices are followed with regard to funds. (Effort: 4-5 hours per month, average)

Chairs and Other Positions (Remember, these are COMMITTEES – there will be volunteers to help. Attendance at monthly WHSPO meetings encouraged but not required.) All Chairs are part of the WHSPO Advisory Board

Staff Appreciation – Organize back-to-school dinner, holiday goodies for office, and end of the year staff luncheon. Coordinate parent volunteers for weekly staff breakfast. (Effort: 5-6 hours per month in September and June; 1 hour per month October through May)

Student Activities – Responsible for conducting and presenting the annual Alumni Award, coordinate student awards with high school staff for Awards Night and Senior Night; source flower and balloons for graduation ceremony. (Effort: 2-4 hours per month in May and June.)

Mini-Grants – Coordinate and oversee a committee of parents and administrators to review and award small grants to teachers and staff at the High School for new program initiatives. Follow up with the teachers and staff to see that grants are used. (Effort: 5-7 hours per month in November and December. Minimal time in Spring)

Beautification – Coordinate group that maintains the flower bed surrounding the front High School sign. The work runs from April until November (during the growing season). Annuals are planted in the spring and fall to complement the perennials that are in place. Ongoing watering and weeding through summer. (Effort: 2-3 hours per month, May through October)

Publicity - Disseminate positive information to the community about the school, its students, and WHSPO. Promote related activities and programs in order to heighten community awareness. Many tasks (like notices to newspaper) can be accomplished via email. (Effort: year-round, but minimal, 3-4 hours per quarter.)

Volunteer Coordinator– Coordinate volunteers for WHSPO events and school activities. Collect list of general volunteers at beginning of year and for special events. Assure that volunteer data is recorded and available to the Board. (Effort is primarily in September and October, 3-4 hours per month. 1 hour per quarter after October)

Membership - Organize the annual WHSPO membership drive and the on-going process to encourage membership. Maintain membership records. (Effort is primarily in August, September. 3-5 hours per month. Minimal role after September.)