

# Salem Hills High PTSA Student Officer Application 2018-2019

*Please fill out the application completely. You may attach an additional sheet if necessary.*

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| Name: _____  |
| Email address: _____   |
| Phone: _____ Can you receive texts at this number?:    YES    NO   |
| Grade for the 2018-2019 school year:        10        11        12 |
| Current GPA: _____   |

*Please circle the office for which you would like to be considered. (Only circle ONE)*

- President
- Vice-President
- Secretary/Historian
- Webmaster

What characteristics do you possess that qualify you for this position?

What ideas do you have to improve the PTSA?

Are you willing, and do you have time, to plan, organize, and attend PTSA activities and officer meetings? (Meetings are usually held during lunch with some officer meetings activities being held before or after school.)

A training meeting will be held on June 2 in Sandy. Are you available to attend?

Are you available in August, before school starts, to plan Respect Week?

**Applications are due no later than Friday, April 27, 2018.**

Turn them in to the front office or email to [angelarogers2@gmail.com](mailto:angelarogers2@gmail.com) or [jennieward@gmail.com](mailto:jennieward@gmail.com).

# Salem Hills High PTSA

## Student Officer Job Descriptions

### President

- The Student PTSA President oversees and coordinates the work of the student members.
- Conducts all Student PTSA board and general meetings.
- Serves as the official contact and representative of the student PTSA members.
- Attends monthly Skyhawk Nest meetings, or appoints another officer to attend.
- Attends monthly PTSA board meetings, or appoints another officer to attend.
- Works with other PTSA leaders to connect families, teachers, students, and the community to support student success.
- Attend leadership training.

### Vice President

- Assists the Student PTSA President in their duties.
- Works with the school media outlets (Skyhawk news, yearbook, etc) to promote PTSA activities and endeavors.
- Attend leadership training.

### Secretary/Historian

- Takes minutes at student board and general meetings.
- Records attendance at meetings.
- Maintains and preserves Student PTSA records and important documents to pass on at the end of the year.
- Captures, assembles, and organizes record of activities and achievements of PTSA.
- Displays or presents brief overview of PTSA year near the end of the school year.
- Attend leadership training.

### Webmaster

- Maintain PTSA website.
- Post regular updates to the PTSA Facebook, Instagram, and other social media outlets.
- Assist Secretary/Historian in collecting and displaying PTSA activities and achievements.
- Attend leadership training.