

Dear Newport High School Families,  
The Newport High School PTSA is currently accepting nominations for the following positions for the upcoming 2024~2025 academic year.

**PRESIDENT** (See page 10 of WSPTA Uniform Bylaws):

- Preside at all meetings.
- Serve as spokesperson for the local PTA or council.
- With approval of the executive committee, make one-year appointments to positions and committees as specified in the standing rules.
- Be an ex officio member of all committees except the nominating committee.
- Disseminate and communicate all information received pertinent to PTA purposes and programs.
- The local PTA president shall assure local PTA representation at council meetings if the local PTA is part of a council.

**TREASURER** (See page 10 of WSPTA Uniform Bylaws):

- Serve as chair of the budget committee and present the budget to the membership.
- Maintain accurate financial records.
- Receive, issue receipts for, and deposit promptly in an authorized PTA account all funds and disburse funds according to the approved yearly budget.
- Present a written financial report every month and at other times as requested by the president.
- Provide all financial records if requested by the president or any member of the board of directors.
- Close the books at the end of the fiscal year and submit the books and records for financial review to the financial review committee no later than thirty days thereafter.
- Submit any dues collected to WSPTA by deadlines prescribed by WSPTA policy.

**VICE PRESIDENT OF PROGRAMS & COMMITTEES:**

- Oversees creation of budget and plan for each standing committee and ensures timely reporting to the Board.
- Liaises with representatives such as the Bellevue Schools Foundation NHS representative.

All positions are a two (2) year term. Officers shall perform the duties included in the following Washington State PTA Uniform Bylaws as well as any others specified in the Newport High School PTSA Standing Rules.

[https://www.wastatepta.org/wp-content/uploads/2023/10/2023-2024-WSPTA-Uniform-Bylaws\\_July-1-2023.pdf](https://www.wastatepta.org/wp-content/uploads/2023/10/2023-2024-WSPTA-Uniform-Bylaws_July-1-2023.pdf)

Interest in positions and nominations are encouraged from **ALL** in the Newport Community so that the Board reflects the perspective of our Newport Community.

Nominations will remain open until May 31st. Prospective nominees will meet with the Board members with the goal of having the Board put forth the slate for the NHS PTSA members to vote at the next General Membership meeting and to announce the 2024~2025 Board by the end of the 2023~2024 academic year.

If you are interested in nominating someone or are interested in a position for yourself, please email the nominating committee via email [contact@newportpts.org](mailto:contact@newportpts.org).

Thank you.