

Lester PTA Board Overview

Lester PTA Mission: To Make Every Child's Potential a Reality.

Our programs are made possible by the efforts of PTA members, volunteers, and the generous support of our families and community.

Lester PTA is led by a volunteer board of officers.

- Officers are elected in the spring and assume duties at the beginning of the new fiscal year (July 1) ahead of a new school year.
- The term for Officers is two years. Officers may serve up to two consecutive terms in the same office, if desired.
- Officers must be PTA members and are expected to attend 8 PTA Meetings on weeknights during the school year.
- The Vice President roles may be shared by more than one person.

Responsibilities of each position + insights from prior officers are below.

Want to learn more about serving Lester PTA as a board member?

Contact us at president@lesterpta.com.

Thank you for your consideration!

President (2026/27: [Matt Forzley](#))

- preside at all PTA meetings, the executive board, and the executive committee;
- Be a member of all committees (except the nominating committee)
- sign all legal documents & contracts
- appoint members to special committees
- coordinate the work of the officers and committees

Past Presidents: Julia Mazurek, Sara Schad, Kristen Wiklund, Kristen Avery, Lisa Kelsey, Stephanie Brockway

What Would You Estimate as the Time Commitment for this Role?

Requires a handful of hours throughout the week, primarily communications with school leadership, committee members, parents, etc. Some weeks are busier than others (back

to school, end of school year). Requires pockets of some time investment over the summer to get the school year & board of officers ready to successfully kick off the school year.

President-Elect (Open Position for 2026/27)

- Acts as aide to the president, shadowing the role in anticipation of assuming the role of PTA President the following year.
- This role may be held in conjunction with another officer position.

What Would You Estimate as the Time Commitment for this Role?

The President-Elect role has minimal “official” time commitments other than participating in the current school year’s PTA operations to ensure a smooth leadership transition into the following school year.

Treasurer (not an open position for 2026-27)

- receive all monies and keep an accurate record of receipts and expenditures;
- place all monies in a depository approved by the executive board;
- pay out funds in accordance with the budget as approved by the membership
- present a written financial statement at every meeting and at other times as requested by the executive board making a full report, including a proposed budget for the following school year, at the annual budget meeting in May;
- be responsible for the remittance of the state and national portion of the dues paid by each member;
- provide all bank statements, treasurer’s record book and receipt book, and any other documents requested by the audit committee;
- be responsible for completion and filing of appropriate forms as may be required by Internal Revenue Service Regulations;
- not be a member of the audit committee;

Current Treasurer: Gina Wentzel

What Would You Estimate as the Time Commitment for this Role?

Some weeks very little, other weeks a few hours depending on the activities going on within the school. Usually no more than 2-3 hours a week.

Secretary (not an open role for 2026-27)

- Prepares agenda & send to Board to provide updates approximately 1 week prior to each PTA meeting
- Records the minutes of all meetings
- Performs other duties as delegated
- Uses google drive to store and retrieve previous meeting minutes, agendas, a current membership list, current bylaws and any other documents as needed

Current Secretary: Heidi Bradish

What Would You Estimate as the Time Commitment for this Role?

The biggest time commitment with this role is attending all PTA meetings and giving full attention to the meeting discussions for documenting meeting minutes. Many notes are documented on the prepared agenda, and the Secretary fills in additional details discussed and new business addressed. This role is able to assist in other projects as needed or desired. Outside of the meetings, this role generally requires one hour per month or less.

VP of Fundraising (not an open role for 2026-27)

- **May be a shared position**
- Oversee fundraising efforts that fund PTA operating & programs budget
- Secure sponsorship donations from community businesses, and manage sponsor benefits.
- Organize sub-committees for Fun Run & Winter Fundraiser which together generate ~90% of PTA annual budget
- Collaborate with Treasurer & President on developing annual budget

Current VPs of Fundraising: Katie Frick & Liz Pankner

What Would You Estimate as the Time Commitment for this Role?

Time commitment fluctuates through the school year. This role requires outreach to previous and new potential sponsors over the summer leading into the start of the school year. This role also requires some summer time investment to ensure Fun Run committees are in place and have their plans underway. There is ongoing management of sponsor benefits (signage at PTA events, etc). Guide subcommittees to lead the by communicating goals & budgets to lead the 2 primary fundraising events (Fun Run & Winter Fundraiser) by overseeing management of the event, coordination of donations for silent auctions, raffles, and experiences as needed.

VP of Communication (not an open role for 2026-27)

- **May be a shared position**

- Manage communication updates to Lester community
- Manage weekly eBlast email newsletter using info & updates from PTA Board members and committee chairs.
- Updates Lester PTA website as needed.
- Admin to Lester PTA private Facebook group - Monitor posts, post as Lester Leopard as needed.

Current VP of Communication: Jackie Szalanski

What Would You Estimate as the Time Commitment for this Role?

- Certain times of the year require more time (like back to school, making member contact updates to email distribution list, etc). This role requires a few hours each week to set up the weekly eBlast with updates and keeping an eye on PTA Facebook group posts. Website updates are required less often. These efforts help ensure our PTA updates are inclusive and accessible to the Lester community.

VP of Programs (not an open role for 2026-27)

- **May be a shared position**
- Ensure that all of Lester PTA's 35 programs have Committee Chair(s) assigned. Most programs have 1-2 chairs.
- Organize sign-ups in the spring & fall to fill open Committee Chair positions and volunteer needs, using Committee Planner overviews for transparency on expectations
- At least one week prior to Lester PTA meetings, reach out to the Committee Chairs to receive updates regarding their program. Updates are shared by VP Programs at PTA meetings.
- Distribute volunteer sign-up lists to Committee Chairs for them to reach out to volunteers.
- Provide Lester office with a Committee Chair list that includes names and contact information so that the front office knows who to contact if they have questions about a specific program.
- Provide Committee Chairs with administrative guidelines
- Check in with Committee Chairs when various programs are approaching.

Current VP Programs: Adriana Karawan & Maggie Palace

What Would You Estimate as the Time Commitment for this Role?

The time commitment varies throughout the school year; however, the busiest times are during the start of school/early fall to organize open positions, determine volunteer needs, manage volunteer sign up. During the school year, the bulk of PTA programs work is conducted by Committee Chairs themselves. In the spring/early summer, work

ramps up again in order to prepare for open positions and get organized for the upcoming school year.

VP of Membership (not an open role for 2026-27)

- **May be a shared position.**
- Coordinate Membership Drives by communicating benefits of PTA membership to school community
- Maintain the master membership list using MemberHub
- Ensure membership contacts are up-to-date with VP Communication for eBlast
- Review prior year membership lists to current year list - send reminders to renew
- Manage school directory
- Coordinate with treasurer on state & national PTA dues
- Provide assistance with listing “products” in the online PTA store (GiveBacks)
- Estimated 8-10 hours each semester, mainly beginning of year.

Current VP of Membership: Alison Gustafson