**Job Descriptions of Various PTSA Roles**

**President (Elected, Board of Directors of the PTSA; Co-position)**

The president is the presiding officer and the official representative of the association. The president presides at all meetings and plans the meeting agenda ahead of time with the PTSA secretary, utilizing input from others. The president must remain impartial when serving as the presiding officer at meetings and be knowledgeable of basic parliamentary procedure. The president should become familiar with the objects of PTSA, the Washington State PTA Uniform Bylaws, and the local unit or council standing rules and be aware of and utilize PTA resources from the council, state, and National PTA. The president has the responsibility of making appointments to positions and committees as designated in the local unit standing rules with the approval of the executive committee. It is important that the president delegate responsibility by empowering others and acknowledging their efforts. She/he should communicate regularly with officers and chairs and maintain visibility to the membership. The president serves as an ex-officio member of all committees except the nominating committee. She/he should participate in the planning and conducting of an orientation for the board of directors. The president should ensure that, during the PTSA year, at least one elected officer attends PTSA and the Law, and the other elected officers attend at least one training, as required in the WSPTA Uniform Bylaws to remain in good standing. She/he should attend leadership training and education, and encourage other officers, chairs, and members to attend. It is the responsibility of the president to ensure that the local unit participates in the election of the region director. She/he should attend general council meetings with the other authorized delegates as well as region trainings. The president works with the Communications officer to ensure the business of PTSA is effectively communicated and promoted. The president should have a positive relationship with the principal and staff and encourage PTSA members to do the same. She/he should promote a positive image of PTSA within the community. The president is a signer of the organizations bank accounts and is responsible for co-signing checks and ensuring effective oversight of the bank accounts. The President attends LWSD legislation meetings and informs Smith parents about legislation affecting education. The president organizes nominations and presents awards - Golden Acorn, etc.

**Secretary (Elected, Board of Directors of the PTSA)**

The secretary takes minutes and records all business transacted at each meeting (board and general membership) of the unit/council, and of the executive committee, making sure all minutes are complete. The secretary must prepare the minutes for approval at the next meeting. The secretary ensures the minutes are uploaded to the shared document library for the record. Together with the president, the secretary should plan the meeting agenda and inform the president of any unfinished business at the meetings. The secretary also issues all “calls” or notices of meetings and conducts such correspondence as the board of directors or executive committee designates. At meetings, the secretary also takes attendance to determine if a quorum is present. The secretary keeps track of the required officer trainings and reports them to upper level PTSA (council, state). The secretary keeps track of signed conflict of interest policies. In the event both the president and the vice president are absent, the secretary calls the meeting to order and asks for nominations for a chair pro-tem. Assist the President with duties as needed and deemed appropriate. Apply for any awards the board has agreed on applying for.

 **Treasurer (Elected, Board of Directors of the PTSA)**

The treasurer is the authorized custodian who manages the funds of the PTSA on behalf of the membership and the board of directors. The funds, as well as the books and record-keeping materials, are the property of the PTSA. The treasurer shall serve as an active participant on the board of directors and executive committee and attend all meetings of each body. The treasurer should serve as chair of the budget committee and present the budget to the board and membership. The treasurer should read and understand all references to finances and membership service fees that can be found in the WSPTA Uniform Bylaws, the PTA’s standing rules, and State PTA materials. The specific duties and responsibilities of the treasurer include:

* Assuring all PTSA funds are promptly deposited into one or more bank accounts where PTSA funds are maintained separate from funds of any other organization.
* Keeping an accurate and very detailed account of all funds received and all funds disbursed
* Paying all authorized financial obligations of the PTSA, including membership service fees due to the council (if any) or the State PTA, in a timely manner
* Preparing and filing the appropriate federal tax forms (990N, 990EZ or 990) in a timely manner
* Preserving all receipts, invoices, bank statements, canceled checks, and other financial records as specified in the records retention timetable
* Submitting a detailed, written monthly financial report at each meeting of the PTA membership and each meeting of the board of directors
* Submitting the Charitable Solicitations renewal annually.
* Submitting written reports by mail or email to the board during months when no meetings are held
* Developing and presenting, with support of the budget committee, the budget for the following year
* Submitting a final annual report prior to the end of the fiscal year
* Prior to delivering the books to the successor treasurer, submitting the current year’s records to a financial review committee

**VP Fundraising (Elected, Board of Directors of the PTSA; Co-position)**

“The vice president shall perform the duties of president in the absence or inability of that officer to serve, and shall assist the president when called upon. In case of a vacancy in the office of president, the first vice president or the vice presidents in their order shall temporarily assume the duties until the vacancy is filled.” Washington State PTA Uniform Bylaws, Article 5, Section 7(c).

The members of the fundraising team are responsible for planning and organizing the Fundraising activities to ensure that the revenue goals for the school year are met. Ability to work with external vendors, regulatory agencies and school management is essential. Candidates should have an attention to detail and familiarity working with electronic spreadsheet tools. Duties vary depending on the event(s). Planning and organization usually start in late summer and a major fundraising event is held in the fall. During the main fall fundraiser, be available on a daily basis to enter financial information, collect donations, etc.

**VP Expenditures (Elected, Board of Directors of the PTSA)**

“The vice president shall perform the duties of president in the absence or inability of that officer to serve, and shall assist the president when called upon. In case of a vacancy in the office of president, the first vice president or the vice presidents in their order shall temporarily assume the duties until the vacancy is filled.” Washington State PTA Uniform Bylaws, Article 5, Section 7(c).

The Expenditures VP's primary responsibility is to complete the paperwork required to grant PTSA funds to the school or the district. This usually occurs for the purpose of paying a stipend for a teacher or teachers for programs such as choir, after school classes, student council, or safety patrol, but also to pay for field trips, Read Naturally, playground equipment, or Explore Art, among other requirements. The Expenditures VP also communicates with teachers and staff to determine what tangible needs exist and helps ensure that PTSA money is spent on meeting these needs. This VP administers the Spirit of Samantha Smith Fund, which helps distribute money to pay for a wide range of immediate needs, including teaching materials, training, equipment, supplies, etc. They are also responsible for working with the school to administer the Sunshine fund, which helps families with financial difficulties pay for school related expenditures.

**Co-VP Communications (Elected, Board of Directors of the PTSA)**

“The vice president shall perform the duties of president in the absence or inability of that officer to serve, and shall assist the president when called upon. In case of a vacancy in the office of president, the first vice president or the vice presidents in their order shall temporarily assume the duties until the vacancy is filled.” Washington State PTA Uniform Bylaws, Article 5, Section 7(c).

This role involves working to enhance communication between the PTSA, school and families. The VP works closely with the Board, committee chairs, room parent coordinator and Principal to determine the most effective way to get information out to parents and teachers. VP of Communications oversees updating the website, email/newsletters, and FB coordination of postings. They may also be in charge of managing email accounts for the PTSA. Communicate with the reader board committee on what to post. Coordinating with the office staff to give them information for the weekly school byte and getting information from them on what they want on the reader board.

While not an essential requirement for the job, some technical skills or familiarity with web design would be a plus.

**Committee Liaison (Elected, Board of Directors of the PTSA)**

Someone to organize, train, and maintain an open line of communication between the committee leads (who run events or programs for the PTSA) and the Board of Directors. Must have a great familiarization of school and PTSA logistics. Helps to ensure best practices are used in planning and running events. Helps committee chairs fill out event review reports and presents event review reports so the committee chairs do not need to attend the board meetings.

**Membership Chair (Appointed, member-at-large of the Board of Directors of the PTSA)**

Organizes PTSA membership drive, organizes PTSA membership information, updates the state PTSA database. This role is particularly important at the beginning of the school year when we get most of our PTSA members. The planning should start in August to promote PTSA membership and determine creative ways to promote and communicate membership benefits. Works closely with Communications to achieve these goals. The membership goal is to achieve at least one PTSA member for each student enrolled at Smith. The Membership Chair works with the Student Directory Committee to put together a Student Directory for the year.

**Co-Tech Chair**

Someone who's comfortable working with information technology to do some light duty System Administration and technical consulting (such as setting up email accounts, MS SharePoint administration, working with web tools, etc.). Training will be provided.

**Volunteer Coordinator (Appointed, member-at-large of the Board of Directors of the PTSA)**

|  |
| --- |
| Helps the PTSA line up volunteers for events and manages a database of interested parties. |
| Maintains a list of volunteer positions needed for the year. Manages the volunteer skills/interests database and evolves the questionnaire over time. Leverages the database to recruit volunteers preemptively, as needed. Creates sign-ups for events. **Explore Art Co-Chair(s)**Preferably there are three Explore Art Chairs. One that is in charge of glass, one in charge of clay and one who is in charge of other art projects. The explore art chairs will train new Explore Art parents from each classroom on how to use the kiln, how to cut glass, manage supplies, where the supplies are located, how to keep the art storage room clean and organized, how to check out materials, etc. The art chairs will manage art supplies and give out allotted supplies to each classroom’s Explore Art parent volunteers (clay, glass, watercolor paper, canvas, etc.). They will keep inventory of supplies, order art supplies, and keep the art binders and materials up to date. They will also manage the kiln calendar, and Host the Art Walk in February. This is an art exhibition organized after hours at school and features paintings, drawings, pastels, clay and other artworks created by each class at Smith. Coordinator works with Explore Art volunteers to put on a show to celebrate the students’ hard work. |

**VOW Chairperson (Committee of the PTSA)**

The Volunteers on Watch Chairperson coordinates volunteers who help out during pick up, drop off, Lunch and recess. You will need to show proof of vaccination, be a [registered volunteer](https://apps.raptortech.com/Apply/MTEyMzplbi1VUw%3D%3D) with the Lake Washington School District, wear a PTSA sponsored Green Vest and Visitor Badge (supplied at the Smith Office). The chairperson may also purchase and or organize games to be played during recess.

**Back2Business (Committee of the PTSA)**

Coordinates events to provide information about the PTSA, its fundraisers and activities before school starts (e.g. Membership, Volunteers, Watchdogs, After School Programs).

**Welcome Committee (Committee of the PTSA)**

Organizes Welcome Back events for families in September. Welcomes new families throughout the school year. Typically involves hosting a coffee social on campus on first day of school.

**Emergency Preparedness (Committee of the PTSA)**

Works with the school staff to ensure the emergency supply container and pod containers are stocked with unexpired food and organized. Maintains a detailed list of emergency supplies. Attends district meetings.

**Staff Appreciation** **(Committee of the PTSA)**

Organizes staff appreciation activities. These events can be luncheons every/every other month. Plans the week-long activities during Staff Appreciation Week. Organizes a Classified teacher’s week or day. Organizes sign-ups for items to be dropped off at school. Cleans up after staff appreciation activities.

**International Night** **(Committee of the PTSA)**

Organizes an event to celebrate the multicultural community that makes up Samantha Smith Elementary. This event can have music, food trucks for purchase, presentations, etc.

**Reflections** **(Committee of the PTSA)**

Coordinates the Reflections Art Show competition for the school and tracks progress of students through to the national level. Typically, we ask for judges as well, so sign up if you are a professional in the arts (or design). Hosts the Reflections reception.

**STEM Fair** **(Committee of the PTSA)**

Organizes a Science, Technology, Engineering and Math fair for students of every grade level to participate in. The committee can decide the guidelines for entry, themed topics, judging criteria and prizes.

**School Supply (Position of the PTSA)**

Organizes the sale and distribution of school supply packs over the summer.

**Spiritwear (Position of the PTSA)**

Organizes sale and distribution of school spiritwear.

**Winter Wonderland** **(Committee of the PTSA)**

An annual event that celebrates winter holidays around the world! Typically, it hosts local vendors, light refreshment (food trucks), crafts, entertainment, holiday drive, etc.

**Spelling Bee** **(Committee of the PTSA)**

Works with school staff to organize a school wide spelling-bee.

**FACE (Family and Community Engagement)** **(Committee of the PTSA)**

Join a group of people who want to help new and existing families feel more connected to our school community through programming, education and events.

**Yearbook** **(Committee of the PTSA)**

Helps take classroom and event photos; judges cover artwork; organizes yearbook pages; helps with sales and distribution.

**Financial Review** **(Committee of the PTSA)**

Reviews the board’s financial and legal paperwork against a checklist of required and best practices set up by the Washington State PTSA. This committee usually meets twice – in January and July. No financial credentials required.

**Nominating Committee** **(Committee of the PTSA)**

Finds, screens, and presents potential candidates for each of the Smith PTSA board positions in the Spring. Three people are elected to this committee by vote of the general membership. Work is mainly done in Spring.

**Room Parent Coordinator (Position of the PTSA)**

Creates a master list of room parents and manages communication about school events/activities. Works with classroom teachers to find room parents and send communications, sends out and keeps the teachers favorite things lists current, collects classroom funds, and sets the schedule for the staff appreciation week in May. Works with staff appreciation committee.

**Pantry Packs** **(*While not a PTSA Sponsored Program/Event, still needs volunteers to be a success!***)

Picks up food packs in Kirkland and delivers to school monthly; coordinates school food drive to address child hunger in the local area. PANTRY PACKS POWERED BY THE LAKE WASHINGTON SCHOOLS FOUNDATION PROVIDES WEEKEND PACKS OF FOOD FOR MORE THAN 800 LWSD STUDENTS *EACH WEEK*  WHO ARE IDENTIFIED AS BEING “FOOD INSECURE.”With community donations of time, funds and kid-friendly food, 40 volunteers come together each month to “pack the packs.” Volunteer drivers then deliver the packs to more than 45 participating schools, and each week school coordinators distribute the packs to hungry children in preschool through high school. Throughout the school year, Pantry Packs demonstrates how volunteers, schools and the community work together to help children in our area.

**Campus Beautification (Garden Club)** **(Committee of the PTSA)**

Helps coordinate volunteers that maintain schoolwide beautification efforts including maintenance of the school gardens, bulletin boards, etc.

**Math in Action** **(Committee of the PTSA)**

Organizes the math challenge program.

**Health Screening** (***While not a PTSA Sponsored Program/Event, still needs volunteers to be a success!*** )

Organizes the annual eye/hearing screenings held in November of each school year. Parents scheduled for hour-long slots.

**Reader Board (Committee of the PTSA)**

This person works with the school and PTSA to update the schools reader board on a weekly or as needed basis.

**Special Needs** **(Committee of the PTSA)**

Attends Lake Washington School District Special Needs meetings and communicates event information to families.

**Sustainability (Committee of the PTSA)**

The Sustainability Chair works with the school to find ways to be more environmentally & sustainably minded. They also work with our schools “Green Team” which is made up of a teacher volunteer and student volunteers. The chair attends monthly Lake Washington School District meetings and communicates information to the PTSA board, school and families.

**DEI Diversity, Equity and Inclusivity (Committee of the PTSA)**

This position works with the PTSA board, school and LWPTSA council. It serves as a resource to families that have questions or need information. The chair attends monthly Lake Washington School District meetings and communicates information to the PTSA board and families. The chair works with the PTSA board and event leads to find ways to collaborate and partner on equity efforts. Samantha Smith PTSA is committed to building a culture that makes all families feel welcome, part of and engaged in our school community.

**5th Grade Graduation Ceremony**

An event organized and managed by a committee of 5th grade parents and teachers in coordination with the School Principal during school hours on the last day of school. PTSA only supports it with funds in a fixed amount. Graduation Ceremony is followed by a party after school hours which is a private (optional) event organized by parents with their own funds.

**5th Grade Legacy Project**

A committee of 5th Grade parents Plans, organizes and oversees creation of a project performed by 5th graders that will leave behind some lasting artwork, planting or other installation for the outgoing class to be remembered by. PTSA supports it by providing funds in a fixed amount. Funds over and above are collected by 5th grade parents. Interested parents should reach out to their teacher to make a committee by November.

**Smith Annual Book Fair**

**Smith Running Club**

**Smith Family Paint Night**

**Smith Music Night**