

# 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.

### **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.

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

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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.

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

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This role involves working to enhance the 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.

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.

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

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.

### **Programs Chair (Appointed, member-at-large of the Board of Directors of the PTS)**

This role involves planning and scheduling after school programs with the YMCA. This may include communicating with vendors to set dates/times for their programs (fall, winter and spring) and helping with posting schedules for after school sign up deadlines. The YMCA has largely taken over this responsibility, so we anticipate this job dropping from this list soon.

### **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.

### **Watch DOGS Chairperson (Committee of the PTSA)**

Watch D.O.G.S.®, a national K-12 program, invites fathers, grandfathers, uncles, or other father figures to volunteer at least one day (or a few hours on a few days) at school by: monitoring the school entrance; assisting with unloading/loading of buses and cars; monitoring the lunchroom; helping in the classroom with a teacher's guidance; building/maintaining grounds and gardens; technology assistance; hour of coding. Coordinator manages the Watch DOGS volunteers and schedules activities or organizes volunteers based on the teachers' needs.

### **Back2Business (Committee of the PTSA)**

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

### **Emergency Preparedness (May 2020) (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.

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

Organizes staff appreciation activities. These events can be luncheons every/every other month, and then the week long activities during Staff Appreciation Week.

### **Explore Art (Committee of the PTSA)**

Organizes the Explore Art program and guides class volunteers throughout the year. Hosts Art Walk in February.

### **Art Walk (Committee of the PTSA)**

This art showcase 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.

### **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, 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).

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

Organizes Welcome Back events for families in September. Welcomes new families throughout the school year.

### **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! Typically it hosts local vendors, light refreshment (food trucks), crafts, entertainment and other groups.

**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.

**Used Book Sale (Committee of the PTSA)**

Helps coordinate a used book drive, organizes books into categories and helps staff the event. Collection will be held in October with an event in November.

**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. 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. 5 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.

**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 LWSU 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. Mostly gardening.

**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.

**Parent Development (Committee of the PTSA)**

Works to book outside speakers to provide parent development classes, informational sessions and training for families 3-4 times a year.

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

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

**5<sup>th</sup> Grade Celebration (*While not a PTSA Sponsored Program/Event, still needs volunteers to be a success!*)**

Organizes a 5<sup>th</sup> grade celebration event for June.

**5<sup>th</sup> Grade Legacy Project (*While not a PTSA Sponsored Program/Event, still needs volunteers to be a success!*)**

Plans, organizes and oversees creation of a project performed by 5<sup>th</sup> graders that will leave behind some lasting artwork, planting or other installation for the outgoing class to be remembered by.

**Sweetheart Dance (Committee of the PTSA)**

This event is new to PTSA offerings this year. We hope to offer a parent/student dance event in February.

**Talent Show (Committee of the PTSA)**

In the past this event has been offered in Spring and showcases the many talents of our student body.