**[YOUR SCHOOL’S NAME] PTA EXECUTIVE BOARD JOB DESCRIPTIONS**

Each position on the board is for one year but not more than two consecutive years. The time commitment provided is a guidance. Some may choose to volunteer more time than indicated. All positions are unpaid volunteer positions. Nominees must be a parent or guardian of a student at [your school], and is a current PTA member.

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| **President** |
| * Preside at all PTA board meetings or designate a presiding officer; plan meeting agendas with input from other officers, committee chairs, directors and membership.
* Be familiar with the WSPTA Uniform Bylaws, [your school] PTA Standing Rules, and [your school] PTA Mission and Goals.
* Maintain confidentiality on student and staff related issues.
* Manage board member roster in PT Avenue.
* Be knowledgeable of basic parliamentary procedure.
* Attend PTA sponsored meetings when possible. At a minimum, attend two events throughout the school year.
* Work with VP of Programs to organize parent education events and student programs such as the Green Genius Team.
* Encouraged to apply for Volunteer Approval through BSD to oversee events.
* Change passwords to all online accounts.
* Attend meetings as indicated below.
* Promote a positive image of the [your school] PTA to the school community.

Meetings to attend:* Monthly PTA board meeting (1 hour, August - June)
* Monthly meeting with Principal (30 minutes, September - June)
* Monthly Bellevue PTSA Council meeting (2 hours, August; or designate a presiding officer)
* Principals training lunch session over summer. (2 hours)
* Annual transfer of signatures at bank (1 hour)
* Attend at least one mandatory training as required in the WSPTA Uniform Bylaws to remain in good standing. (1-2 hours)
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| Time Commitment Per Month**: 3-5 hours** |

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| **Secretary** |
| * Take notes at all PTA meetings and develop the meeting minutes.
* Determine if a quorum is present, keep attendance sheets, and call a meeting to order in the absence of the president.
* Seek approval and revisions to the minutes at each following meeting. Post unapproved and approved minutes as established by the Executive Committee.
* Be knowledgeable of basic parliamentary procedure.
* Send email reminders for the Executive Committee and Board of Directors meetings.
* House all of the records for the PTA either at home or in the PTA office at the school.
* Keep one copy of the PTA legal documents.
* Keep a roster of all committee chairpersons, board positions, and executive committee members.
* Promote a positive image of the [your school] PTA to the school community.

Meetings to attend:* Monthly PTA board meeting (1 hour, September- June)
* Attend at least one mandatory training as required in the WSPTA Uniform Bylaws to remain in good standing. (1-2 hours)
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| **Time Commitment Per Month: 2-3 hours** |

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| **Treasurer** |
| * Collect and deposit all monies raised by the PTA. Disburse monies according to the approved annual budget.
* Maintain online bank account and Paypal account.
* Keep accurate and detailed records of all transactions.
* Balance all bank accounts on a monthly basis.
* Maintain the legal documents workbook.
* Submit a monthly financial report to the Executive Committee and the general membership.
* File annual corporation report and annual charitable solicitation report with the State of Washington.
* File annual IRS form 990 or equivalent, and forms W-2 or 1099-Misc. tax statements when applicable.
* Ensure the appropriate levels of liability and property insurance are purchased annually.
* Submit payments to Council, Regional and State PTA organizations, including membership fees and scholarship funds.
* Actively monitor PTA financial instruments to maximize interest income.
* Actively manage corporate matching accounts and requests.
* Convene a financial review committee as established in the PTA Standing Rules.
* Ensure payment for all elected officers to attend mandatory annual trainings as provided by the WSPTA, inclusive of PTA and the Law.
* Attend meetings as indicated below.

Meetings to attend:* Monthly PTA board meeting (1 hour, September - June)
* Annual financial review (2 hours)
* Annual transfer of signatures at bank (1 hour)
* Attend at least one mandatory training as required in the WSPTA Uniform Bylaws to remain in good standing. (1-2 hours)
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| **Time Commitment Per Month: 2-3 hours** |

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| **Vice President of Communications** |
| * Coordinate the timely dissemination of PTA information via the weekly e-news, website, newsletter and other media as determined by the Executive Committee, with input from board members, committee chairs, school staff and general membership.
* Oversee the development and maintenance of PTA activity documentation, with input from officers and committee chairs.
* Actively maintain social media accounts such as Facebook to coordinate with weekly e-news
* Actively maintain PTA website to coordinate with weekly e-news (if the web administrator chair position is vacant).
* Promote a positive image of the [your school] PTA to the school community.

Meetings to attend:* Monthly PTA board meeting (1 hour)
* Attend at least one mandatory training as required in the WSPTA Uniform Bylaws to remain in good standing.
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| **Time Commitment Per Month: 2- 3 hours** |

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| **Vice President of Volunteers** |
| * Compile and maintain list of all volunteers.
* Active recruitment of parent and community volunteers.
* Ensure that all Chair-positions are filled—if they are not, maintain communication with other Executive Board members to ensure that open positions are actively advertised .
* Collaborate and support all event and activities chairs in providing volunteer support.
* Act as an ongoing resource to new families enrolling throughout the school year by notifying them of volunteer opportunities and ways to get involved in our school community.
* Communicate to volunteers to apply for BSD’s Volunteer Approval application.
* Provide volunteer office support to [your school] when needed.
* Promote a positive image of the [your school] PTA to the school community.

Meetings to attend:* Monthly PTA board meeting (1 hour)
* Attend at least one mandatory training as required in the WSPTA Uniform Bylaws to remain in good standing. (1-2 hours\_
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| **Time Commitment Per Month: 2- 3 hours** |

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| **Vice President of Programs** |
| * Work with President to organize parent education events or forums to be held over the course of the year.
* Coordinate with other Bellevue PTAs to sponsor parent education events for all BSD families
* Collaborate with Membership Chair to help increase attendance at General Assembly PTA meetings by arranging speakers or activities in conjunction with general meetings
* Collaborate with VP of Volunteers to staff events as needed.
* Advertise events by informing VP of Communications and the school office.
* Oversee student programs such as the Green Genius Team; recruit and find chair and help develop plan for the year.
* Develop and conduct survey to gather input from families for potential programs of interests.
* Promote a positive image of the [your school] PTA to the school community.

Meetings to attend:* Monthly PTA board meeting (1 hour)
* Attend at least one mandatory training as required in the WSPTA Uniform Bylaws to remain in good standing. (1-2 hour)
 |
| **Time Commitment Per Month: 2- 3 hours** |

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| **Vice President of Communications** |
| * Coordinate the timely dissemination of PTA information via the weekly e-news, website, newsletter and other media as determined by the Executive Committee, with input from board members, committee chairs, school staff and general membership.
* Oversee the development and maintenance of PTA activity documentation, with input from officers and committee chairs.
* Collaborate with VP of Programs, VP of Fundraising and school office to advertise events
* Promote a positive image of the [your school] PTA to the school community.

Meetings to attend:* Monthly PTA board meeting (1 hour)
* Attend at least one mandatory training as required in the WSPTA Uniform Bylaws to remain in good standing. (1 -2 hours)
 |
| **Time Commitment Per Month: 2- 3 hours** |

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| **Vice President of Fundraising** |
| * Coordinate the planning and execution of approved fundraising activities with the PTA Board.
* Monitor income and expenditure against budgets and the targets.
* Review the effectiveness of existing fundraising programs and recommend on whether to continue them.
* Investigate and develop new fundraising programs as needed
* When needed, develop and conduct survey to gather feedback from families on fundraising activities and preferences.
* Oversee corporate fundraising, including employee giving and matched giving from employers
* Work with stakeholders and relevant chairs to oversee fundraising activity/event; collaborate with VP of Volunteers to staff event.
* Promote a positive image of the [your school] PTA to the school community.
* Attend a minimum of one fundraising event.

Meetings to attend:* Monthly PTA board meeting (1 hour)
* Attend at least one mandatory training as required in the WSPTA Uniform Bylaws to remain in good standing. (1 -2 hours)
 |
| **Time Commitment Per Month: 2- 3 hours** |