**[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.

|  |
| --- |
| **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) |
| Time Commitment Per Month**: 3-5 hours** |

|  |
| --- |
| **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) |
| **Time Commitment Per Month: 2-3 hours** |

|  |
| --- |
| **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) |
| **Time Commitment Per Month: 2-3 hours** |

|  |
| --- |
| **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. |
| **Time Commitment Per Month: 2- 3 hours** |

|  |
| --- |
| **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\_ |
| **Time Commitment Per Month: 2- 3 hours** |

|  |
| --- |
| **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** |

|  |
| --- |
| **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** |

|  |
| --- |
| **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** |