

Spiritridge Elementary 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 Spiritridge Elementary, 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, Spiritridge Elementary PTA Standing Rules, and Spiritridge Elementary 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 Spiritridge Elementary 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 Spiritridge Elementary 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 Spiritridge Elementary 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 Spiritridge Elementary when needed.
- Promote a positive image of the Spiritridge Elementary 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 Spiritridge Elementary 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 Spiritridge Elementary 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 Spiritridge Elementary 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