

# PTSA Board of Directors (BOD) - Job Descriptions

## Executive Committee (Elected Officers)

**President(s)**

**Secretary**

**Treasurer**

**Assistant Treasurer**

**VP Hospitality**

**VP(s) Events**

**VP(s) Programs**

**VP(s) Outreach**

**VP(s) Communications**

## Additional BOD Members (Appointed Officers)

**Director of Advocacy**

**Director of Membership**

**Director of Best Practices/Standards of Excellence (SOE)**

## Common Duties to All Positions on the Board of Directors

- Attend monthly Board of Directors (BOD) and General Membership (GM) meetings.
- Ensure a brief status/recap report is presented at the meetings, whether by yourself, your Committee Chair, or a substitute.
- Maintain any notebooks and/or email inboxes pertaining to your position and pass them to the incoming Board. Change all passwords by August 31.
- Maintain the Google drive directory associated with your position.
- Attend at least one PTA training. Recommended: PTA & the Law.
- Ensure that the PTSA website and your pertinent pages are updated by August 1 and then again as information becomes available.
- Work closely with the VP(s) of Communications to get information published and disseminated in a timely manner.

For those with Chairs and Committees under your positions:

- Recruit Committee Chairs or run committees when there is a vacancy. Notify the Board of a Chair vacancy or if assistance is needed, well in advance.
- Work with Chairs to ensure that accurate and detailed notes, instructions, and financial records are kept and passed to future Chairs. Save electronic documents and any cheat sheets on the Google drive.
- Work with Chairs to create a detailed communication plan as well as review timelines and budgets at the beginning of the school year. Start publicizing 6 weeks in advance, if possible.
- Ensure Chairs know how to request volunteers through the Volunteer Coordinator.
- Annually evaluate each program with the Chair, noting successes and areas for future improvement. Thank Chairs for their service within one week of their last event.
- Serve as a resource for Chairs regarding these topics as well as any issues that arise throughout the year.
- Ensure planning for the summer and next school year is done with old and new Chairs. Ensure that any applicable registration webpages (RSVP) and general webpages are updated before August 1.

## **President(s):**

- Plan and lead monthly Board of Directors and General Membership meetings. This includes speakers.
- Lead monthly PTSA/Principal meetings.
- Attend and vote as a delegate at the monthly Issaquah PTSA Council meetings or send a delegate in your place.
- Sign all binding agreements on behalf of the PTSA.
- Survey the membership.
- Lead the PTSA toward the specific goals approved by the membership.
- Understand the objectives of the PTSA, Washington State PTA Bylaws, and local unit standing rules.

- Be aware of and utilize resources from the Issaquah PTSA Council, State PTA, and National PTA.
- Disseminate and communicate all information received pertinent to PTSA programs.
- Be aware of key dates, deadlines, and priorities for the school and PTSA.
- Work with the VP(s) of Communications to ensure that the works, priorities, activities, successes, and needs of the PTSA are communicated to the membership.
- Work with the Treasurer to ensure that the PTSA money is accounted for properly.
- Work with the Budget Committee to establish the budget for the year.
- Make appointments to positions and committees as designated in the Standing Rules with approval of the Board.
- Serve as an ex-officio member of all committees except nominating committee.
- Determine and implement a volunteer appreciation plan with Board approval.
- Create, update, and maintain the Program/Event Evaluation Form.
- Plan and organize the New to IHS Night held in the fall before the start of school (April – August).
- Ensure that a Nominating Committee is in place in January so that a vote on positions can take place by May 1.
- Submit the Standards of Excellence (SOE) notebook by February 28, if there is no SOE Chair.

The President(s) appoints the following personnel:

- Volunteer Coordinator
- Director of Advocacy
- Director of Membership
- Director of Best Practices/SOE (Standards of Excellence)
- Budget Committee
- Awards Committee

## **Secretary**

- Keep accurate minutes of all meetings.
- If unable to attend a meeting, ask someone to act as Secretary to present minutes from the previous meeting and take minutes of the current meeting.
- Provide the minutes to Communications to be posted on the PTSA website.
- Provide the draft BOD minutes and monthly financial statement from the Treasurer (if available) to the Board 3 days before the Board meeting, along with a meeting reminder.
- Provide the draft of the General Meeting minutes and monthly financial statement to Communications for distribution one week prior to a General Meeting.
- Record attendance and determine existence of quorum at all PTSA meetings.
- Be responsible for correspondence as designated by President.
- Maintain second copy of the Legal Documents notebook (Treasurer has the other one).
- Keep proof of all Board Members' PTA trainings (for insurance purposes).
- Run ballot votes.
- By June 30 of the current school year, ensure that both copies of the Legal Documents notebooks are in order and ready to transfer to the new officers.

The Secretary oversees the following Chair:

- Individual PTSA Awards Committee – appointed by the President(s) (Golden Acorn, Outstanding Educator, Outstanding Advocate)

## **Treasurer:**

- Receive and issue receipts for all PTSA funds.
- Make bank deposits promptly.
- Manage accounts payable from July 1st to June 30th according to the approved budget.
- Renew and pay for insurance (October).
- Renew website domain (once every three years - last time 2018).

- Keep a current, accurate and detailed account of all funds and input data into MoneyMinder, or other accounting software as designated by the PTSA.
- Supply copy of monthly reports to Secretary by the 5th of each month.
- Present previous year's annual report, current budget, and summer financial months at first general meeting.
- Prepare and present written monthly financial reports at the PTSA Board and General Membership meetings.
- Be present at all fundraisers, or arrange in advance for proper accounting of funds.
- Serve as chairperson of the budget committee; lead new budget process in spring for the following year.
- Oversee mid-year financial review by January 31 and end-of-year financial review by July 31.
- File taxes or submit materials to accountant for Federal Tax Return for year served (by November 15).
- Maintain one copy of the PTSA Legal Documents notebook (Secretary has the other one).
- Pay all state corporation fees (e.g. Charitable Solicitations by May 31 and the Incorporation Annual Report).

The Treasurer oversees the following committees:

- Budget committee (appointed by Presidents)
- Financial Review committees (midyear and end-of-year)

### **Assistant Treasurer (non-signer):**

- Fill in when the Treasurer is not available.
- Participate in the midyear and end-of-year financial review.
- Ideally, move to Treasurer position the following year.

### **Vice President of Hospitality**

- Prepare refreshments for the General Membership meetings (not the Board meetings).
- Secure sponsorships from local businesses or other entities as needed with approval from the Board. Ensure that supporting business partners are recognized appropriately and request any tax donation receipts from the Treasurer.

The VP of Hospitality oversees the following chairs/committees:

- Staff Welcome Back Luncheon (September)
- Staff Appreciation Breakfasts (monthly, October through April)
- College Fair Speakers in conjunction with the College and Career Center of IHS (CCC, October)
- Senior Exit Interviews in conjunction with the CCC (February)
- Staff Appreciation Week (May)

## **Vice President(s) of Events**

- Implement, manage, and improve all PTSA events.
- Work with the President(s) to establish a well-balanced PTSA events calendar prior to the start of the school year.
- Work closely with the President(s) and Treasurer to establish financial goals for all events. Present significant financial changes (prior to the event) to the Board and/or the general membership for review and approval as required by the Bylaws.

The VP(s) of Events oversees the following events/committees:

- New to IHS Night (August)
- Picture Day (September)
- Textbook Checkout Day (September)
- PE 5K Runs (January, June)
- Senior Breakfast (June)
- Senior Farewell (June)
- Senior All-Night Grad Party (June)
- Senior Calendar (yearlong)
- Community Service Event (previously known as Volunteer Fair, tbd)

The VP(s) of Events may also assist with the College and Career Center with these events.

- College and Career Night for Seniors (Sept)
- Ask a Counselor Night for new families (October)
- Sophomore Night (spring)

## **Vice President(s) of Programs**

- Prepare and submit for approval Program Planning Forms for all newly proposed PTSA programs.

The VP(s) of Programs oversees the following programs and committees:

- College and Career Planning (SAT/ACT practice tests)
- Community Service (graduation honor cords based on volunteer hours)
- Reflections Art Competition
- Grants
- Senior Scholarships

## **Vice President(s) of Outreach**

- Ensure Outreach information from the Issaquah PTSA Council is communicated and acted on monthly (including obtaining coordinators and/or volunteers for drives).
- Periodically volunteer or attend events or meetings that the below committees have throughout the year.

The VP(s) of Outreach oversees the following programs and committees:

- Angel
- Healthy Student (includes Be True)
- Family & Community Engagement (FACE)
- New Family Ambassadors
- Parent Education

## **Vice President(s) of Communications**

- Ensure the general website is up-to-date as much as possible by August 1.
- Ensure that the IH PTSA registration website is up-to-date for RSVP week (second week of August) by August 1. This includes the All Night Senior Grad Party paperwork, volunteer committees, SAT/ACT practice tests, and any other PTSA products to purchase.

- Work proactively with other Board Members to ensure that Committee Chairs for all programs and events have a communication plan.
- Solicit/create/compile articles for weekly e-News, PeachJar, and other social media.
- Maintain website; work with Webmaster to ensure information for the website is relevant, accurate, and updated on an ongoing basis.
- Coordinate, correlate and maintain full IHS/IH PTSA/Events/Programs on our website calendar.
- Publicize regional, state, and national PTA news three times a year in multiple ways. Notify the Director of Best Practices so that evidence (screenshots) may be collected for the SOE Notebook. If there is no Director of Best Practices, then notify the Presidents.

The VP of Communications oversees the following positions and committees:

- Webmaster
- eNewsletter Editor, Writer, Coordinator
- Peachjar
- Social Media Coordinator: Facebook, Twitter, and Instagram, in conjunction with IHS and IH PTSA
- I-Vision Coordinator
- IHS Display Board Coordinator
- IH PTSA Signage Coordinator
- Staff Bios and Photographer
- Liaisons (Issaquah Schools Foundation (ISF), Boosters, Safety, Volunteers in Schools (VIS), Special Services)
- Community (IH PTSA) Email(s)

## Board of Directors (appointed positions)

The positions below are appointed and report to the President or other Executive Committee member as indicated by committee oversight lists above.

### Director of Advocacy

- Maintain the Advocacy notebook with news, events, and contact information for the Council, region and state Advocacy reps. Pass this notebook on to the incoming Director of Advocacy.



- Receive and disseminate information from Issaquah PTSA Council and State Legislative Reps.
- With approval of the President, pass information on to the membership via email, eNewsletter, and/or the website.
- Provide a report at all meetings of the Advocacy issues, news, and events pertaining to our district and the state.
- Submit articles to Communications for eNews and the website.

## **Director of Membership**

- Create and execute three membership campaigns (Fall/Winter/Spring) designed to accomplish membership goals.
- Enter all members into the State PTA database.
- Work with the Treasurer to ensure dues collected match the number of members recorded.
- Ensure that fees are remitted to the PTSA Council.
- Provide membership roster at all General Membership meetings.
- Update and maintain the online Student Directory and Membership Forms.
- Ensure that new members can access the online Student Directory.
- Share PTSA benefits to IHS Staff via fliers at beginning of the year (Grants/Reimbursements)

## **Director of Best Practices/SOE (Standard of Excellence)**

- Attend Board of Directors and Membership meetings or provide a written report to the President.
- Maintain the Best Practices notebook and pass it on to the incoming Director of Best Practices.
- Inform the Board of necessary submissions for the SOE.
- Work proactively with Communications to collect evidence for the SOE.

- Submit SOE by the end of February. Most categories require multiple methods and three different months of evidence.

## PTSA Non-board Members -

The positions below report to the President or other Executive Committee member as indicated by committee oversight lists above.

### **Volunteer Coordinator**

- Create sign-ups as requested by Chairs and BOD.
- Disseminate lists of volunteers to Committee Chairs and Board, if requested.
- Send requests for volunteers, utilizing e-news, PeachJar, and email, as appropriate.
- Send a short blurb and sign-up list to webmaster, copying Communications.
- Support school office with volunteers on an as-needed basis.

### **Issaquah Schools Foundation (ISF) Ambassador Liaison**

- Attend monthly Membership meetings or provide a written report to the President.
- Maintain the Foundation Ambassador notebook and pass it on to the incoming Foundation Ambassador.
- Work with the Issaquah Schools Foundation regarding any information that needs to be disseminated to the school.
- Provide a report at meetings of Foundation issues, news, and upcoming events.
- Coordinate support within the school community for key Foundation events such as Honk and Wave, auction, and Nourish Every Mind Breakfast/Lunch.

- Build and nurture an understanding within the PTSA, school staff and parents about their involvement in this essential partnership for the benefit of every student, every school, every day.