ISSAQUAH HIGH PTSA

Board of Directors Position Description

2025 – 26

Reviewed January 2025

The Board of Directors is comprised of the Executive Committee (elected positions) and Director (appointed positions). See Standing Rules for details.

| Executive Committee (elected) |
| --- |

**Expectations of all elected positions:**

* Collaborate with other members of the board
* Attend monthly board of director meetings
* Attend scheduled general membership meetings
* Work closely with chairs to execute programs/events that fall under your position
* Attend at least one PTA training session
* Communicate timely
* Actively serve 1-year term: July 1-June 30

**President:**

Estimated time commitment: 10 - 15 hours/week July – June. More during late August, back-to-school events and end of year May/June.

Qualifications: Organized, comfortable speaking and presenting in front of others, familiar with Google Docs and Google Workspace (email management), leadership qualities

* Plan and conduct a board retreat with the newly elected officers over the summer (typically August).
* Set the calendar for Board of Director (BOD) meetings and General Membership Meetings (GMM).
* Determine the agenda for, attend, and lead all BOD meetings, and membership meetings.
* Attend and vote as a delegate at monthly Issaquah PTSA Council meetings or appoints a delegate (if applicable).
* Attend monthly PTSA and Principal meetings (typically 1pm first Monday of the month at IHS).
* Chair and attend New to IHS Night (typically the night before first day of school).
* Make and submit a video/presentation for Curriculum Night (typically in September).
* May attend incoming 9th Grader Information Nights (in Spring).
* Own and maintain the PTSA president and related Gmail accounts. Respond to emails.
* Oversee the board’s collaboration on the completion of the annual Standards of Affiliation agreement. Ensures the PTA has a minimum of 25 members in the member database before October 31. Share progress towards SOA checklist completion at board and membership meetings.
* Attend region and Washington State PTA trainings as required, including PTA and the Law. Must attend at least one PTA training yearly in accordance with WSPTA Bylaws.
* Respond to all correspondence addressed to the president or the PTA. Provide timely responses to council, region, and Washington State PTA communication and correspondence.
* Has regular communication with the BOD, committee chairs and the building principal/administration as needed.
* Make appointments to positions or committees (with approval of the board of directors) and oversee all committee work.
* Ensure the membership chair enters the newly elected officer names, email addresses, phone numbers, and PTA roles are entered into WSPTA’s membership database, as soon as election is complete and that updates are done as necessary.
* Communicate information on all local, council, and state PTA programs to members and school community.
* Follow WSPTA Uniform Bylaws, PTA Best Practices, and the PTA’s standing rules.
* Promote a positive image of PTSA in the community.
* Is aware of required deadlines for payments of membership dues, insurance, corporate annual report, charities program, and pre-registration for trainings.
* May co-sign binding agreements and checks for the PTSA.
* May complete (or appoint a committee to complete) applications for WSPTA awards.
* Ensure documents, emails and Google Drive are in order to transfer to incoming president(s). Meet with incoming president(s) to transfer information, roles, responsibilities and access to the Gmail accounts and Google Drive.

**Secretary:**

Estimated time commitment:3 hours/week, monthly BOD meetings 1.5 hours, GMM 1.5 hours

Qualifications: Organized, comfortable typing and working with Google Docs, MS Word, Gmail, Zoom

* Attend Board of Directors (BOD) meeting and General Membership Meetings GMM)
* Attend at least one Washington State PTA training as required by WSPTA Bylaws.
* Collaborate with board on completion of the annual Standards of Affiliation agreement.
* Take minutes and records all business transacted at each BOD and GMM. Prepares minutes for approval at the next meeting.
* Record attendance at meetings. Determine if a quorum is present at the meetings.
* Distribute approved board minutes to board members and membership meeting minutes to members.
* Collaborate with President to plan meeting agendas and inform the president of any action items or unfinished business at the meetings.
* Give notice of all BOD and GMM, including written notices or information in the PTSA communications.
* Keep the legal documents notebook(s) up to date.
* Make sure all copies of the legal documents notebook(s) and permanent records files are in order and ready to transfer to newly elected officers at the end of the fiscal year (June 30th).
* Upload and maintain electronic files relevant to the secretary job on the Google Drive.
* Provide timely responses to PTSA communication and correspondence.
* Compile a list of newly elected executive committee and standing committee members with their contact information. Distribute the list to the board members.
* Promote a positive image of PTA in the community.
* Own and maintain the PTSA secretary Gmail account. Respond to emails.
* Ensure documents, emails and Google Drive are in order to transfer to incoming secretary. Meet with incoming secretary to transfer information, roles, responsibilities and access to the Gmail accounts and Google Drive.
* Other duties as assigned by the Standing Rules and/or the President
* Oversees:
  + Awards Committee

**Treasurer:**

Estimated time commitment:5 hours/week, monthly BOD meetings 1.5 hours, GMM 1.5 hours

Qualifications: Organized, comfortable working with financial software and online banking. Financial background helpful.

* Attend Board of Directors (BOD) meeting and General Membership Meetings GMM).
* Attend at least one Washington State PTA training as required by WSPTA Bylaws. May attend other regional and WSPTA trainings as required or encouraged.
* Collaborate with board on completion of the annual Standards of Affiliation agreement.
* Keep an accurate and very detailed account of all funds received and all funds disbursed through the PTSA, including all vouchers, receipts, bank statements, cancelled checks and other records.
* Prepare and submit a detailed monthly financial report to the BOD.
* Provide all financial records as requested by the president or BOD.
* Pay bills by check and obtain two officer’s signatures on each check.
* Serve as chair of the budget committee and present the budget to the board and membership.
* Write a receipt for all cash transactions
* Provide copies of deposit and money count sheets to committee chairs for their records.
* Is responsible for acquiring petty cash for events.
* Receive all funds from the PTSA and promptly (within 24hrs) deposits all funds only into the PTSA’s account.
* Collect and count monies from PTSA events, fundraisers, programs, and activities.
* Completes liability insurance, IRS forms including tax exempt 990 forms, state corporate annual report and charities program forms, filing and paying and applicable local taxes, and renewing business licenses and local permits. Make copies of these forms for the legal document notebook(s).
* Work with membership director to pay membership dues.
* Close PTSA books by June 30th.
* Submit books and records to the financial review committee and is accessible to the financial review committee during the review(s).
* Deliver all books and records to the newly elected treasurer and work with them to ensure a smooth transition at the end of the year (June 30th).
* Provide timely responses to council, region, and Washington State PTA communication and correspondence.
* Promote a positive image of PTSA in the community.
* Own and maintain the PTSA treasurer Gmail account and Google Drive.
* Ensure documents, emails and Google Drive are in order to transfer to incoming treasurer. Meet with incoming treasurer to transfer information, roles, responsibilities and access to the Gmail accounts and Google Drive.
* Other duties as assigned by the Standing Rules and/or the President

**Vice President(s) – Communications, Programs, Outreach, Events, Hospitality**

Estimated time commitment: 5 hours/week, monthly BOD meeting 1.5 hours, GMM 1.5 hours

Qualifications: Organized, attention to detail. Comfortable working with Google Docs, Google Drive, Email.

General Duties: (unique to position duties listed below)

* Attend Board of Directors (BOD) meeting and General Membership Meetings GMM).
* Oversee and support designated areas and committee chairs. Help recruit committee chairs or, in lieu of chair, lead designated areas.
* Prepare and present reports at the BOD meetings and GMM.
* Collaborate with board on completion of the annual Standards of Affiliation agreement.
* Work with President and VP Communications to maintain relevant, accurate and updated website information. Support Committee Chairs as needed to submit information to VP Communications for distribution across communication channels.
* Attend at least one Washington State PTA training as required by WSPTA Bylaws. May attend other regional and WSPTA trainings as required or encouraged. PTA and the Law is encouraged.
* May co-sign binding agreements and checks for the PTSA.
* Is aware of required deadlines for payment of membership dues, insurance, annual corporation report, charitable solicitation act, and pre-registration for trainings.
* Ensure documents, emails and Google Drive are in order to transfer to incoming board. Meet with incoming vice president to transfer information, roles, responsibilities and access to the Gmail accounts and Google Drive.
* Own and maintain the Gmail account(s) and Google Drive for designated areas.
* Provide timely responses to PTSA communication and correspondence.
* Promote a positive image of PTSA in the community.
* Other duties as assigned by the Standing Rules and/or the President

**VP Communications -** In addition to duties above:

Qualifications - Proficient with social media platforms such as Facebook and Instagram, familiar with and comfortable working in Canva, comfortable writing copy. Helpful is familiar with writing and creating content for digital platforms.

* Coordinates PTA communications
* Support BOD via recommendations, as needed, on how to communicate/promote PTSA events and programs via various communications channels including, but not limited to: PTSA E-News, website, social media, iVision in building, posters, flyers, curriculum night, concerts, plays, etc.
* Compile, write and submit weekly information to the school office for inclusion in the IHS E-News.
* Compile, write, create and send special event communications as needed or requested by President.
* Create images, collateral and/or copy for events as needed or requested.
* Submit flyers to Peachjar as needed.
* Ensure social media remains updated with current events, reminders and after event posts.
* Ensure that the online calendar content is up to date (with input from board members and committee chairs).
* Own and maintain IH PTSA Canva account.
* Own and maintain IH PTSA social media accounts.
* Proactively seek communication/promotion plans for PTSA events. In the even the chair or VP cannot provide content, create content necessary for promotion.
* In conjunction with President, maintain the PTSA website by updating information and beautifying the site.
* Oversees:
  + Staff Bios

**VP Programs -** In addition to duties above:

* Perform the duties of the president in their absence or inability to serve.
* Oversees:
  + Grants
  + Senior Scholarships
  + Community Service Program
  + Mock Tests
  + Reflections Art Program

**VP Hospitality** - In addition to duties above:

Qualifications: Able to arrive early on Staff Breakfast days (if a chair is not in place). Comfortable working with Sign-Up Genius and communicating/emailing volunteers.

Oversees

* Back to School Staff Luncheon
* Monthly Staff Breakfast
* Staff Appreciation Week

**VP Outreach** - In addition to duties above:

* Attend Issaquah PTSA Council FACE and DEI meetings
* Communicate relevant information to the school’s social worker.
* Oversees:
  + Angel Program
  + New Family Connections
  + FACE
  + Safety Backpacks

**VP Events** - In addition to duties above:

* Increased time commitment during late August/September (back-to-school timeframe) and during May/June (senior events)
* Oversees:
  + Picture Day
  + Textbook /Laptop Checkout Day
  + Senior Farewell
  + Senior Breakfast
  + Senior Yard Signs
  + Senior All Night Grad Party

| Director Positions (appointed) |
| --- |

**Director of Membership**

Estimated time commitment: 5 hours week August/September/October, BOD meetings 1.5 hours, GMM 1.5 hours, 1 hour/month ongoing to update membership database as needed

Qualifications: Comfortable working with spreadsheets, attention to detail entering data

* Attend Board of Directors (BOD) meeting and General Membership Meetings GMM)
* Prepare a monthly report of current membership and send to president ahead of BOD meetings if not able to attend in person.
* May attend Washington State PTA training as related to role
* Develop and lead Fall membership campaign. Advertise ongoing membership.
* Enter all members into the state PTA database timely in accordance with Washington State PTSA Bylaws and Consumer law. Enter officers into state PTA database by required date.
* Collaborate with board on completion of the annual Standards of Affiliation agreement
* Work with the Treasurer to ensure dues collected match the number of members recorded.
* Ensure that fees are remitted to the PTSA Council.
* Maintain necessary records and procedures to pass along to the incoming Director of Membership.
* Own and maintain the PTSA Membership's Gmail account and Google Drive.
* Ensure documents and emails are in order to transfer to the incoming director. Meet with the incoming director to transfer information, role, responsibilities, and access to the membership Gmail account and Google Drive.
* Promote a positive image of PTSA in the community.
* Other duties as assigned by the Standing Rules and/or the President