



Issaquah High PTSA Board and Chairs' Job Descriptions (July 1 to June 1 term)

Co-President(s)

- Time Commitment: 10-15 hours per week
- Job: Organizes meetings including any guest speakers (board & membership), maintains PTSA calendar, acts as PTSA liaison with IHS admin and outside organizations, meets monthly with the principal, chairs New to IHS Night (day before school begins), increases visibility of the PTSA (including Curriculum Night PTSA's video), prepares communications such as monthly meeting notices, and reviews any PTSA publications (e.g. flyers). Attends district PTSA meetings (Council).
- Qualifications: Organized, answers emails promptly

Secretary

- Time Commitment: 3 hours per week
- Job: Oversees the chairperson of PTSA Awards, sends out board meeting notices, takes minutes at the board & general membership meeting, maintains official Secretary records, submits general membership minutes to webmaster for posting
- Qualifications: Comfortable typing. This is a good entry-level position.

Treasurer

- Time Commitment: 5 hours per week
- Job: oversees the financial aspect of the PTSA including filing appropriate legal documents (e.g. taxes, non-profit status). Presents a monthly financial review to the board and to the general membership meeting, if documents are not under the consent agenda.

- Qualifications: Organized. Financial background preferred to file taxes.

Assistant Treasurer

- Time Commitment: 5 hours per week
- Job: Reconciles bank statements, organizes committee for mid-year financial review in late January and a full-year financial review in early July, organizes the budget committee in May, submits financial documents to webmaster for posting

Co-VP Programs

- Time Commitment: 5 hours per week
- Job: Oversees the chairpersons of PTSA Programs (College & Career Planning Guest Lecture Series, College & Career Planning ACT/SAT Practice Exams, Community Service Honor Cords, Grants, Reflections Art Competition, Senior Scholarships)
- Qualifications: Organized, follows up on questions promptly

Co-VP Events

- Time Commitment: 5 hours per week
- Job: Oversees the chairpersons of PTSA Events (New to IHS Night (day before school begins), Picture Day (1st week of school), Laptop/Textbook Distribution Day (1st week of school), and Senior Events (including Senior All Night Grad Party (June but yearlong prep), Senior Yard Signs (Jan-March), Senior Farewell (June), and Senior Breakfast (June))
- Qualifications: Organized. Good at tracking what needs follow-up.

Co-VPs Outreach

- Time Commitment: 3 hours per week
- Job: Oversees the chairpersons of PTSA programs (Angel, Parent Education, Family & Community Engagement (FACE), Healthy Student, New Family Connections, Safety Backpacks, Ask an Academic Advisor Night).
- Qualifications: This is a good entry-level board position.

Co-VP Hospitality

- Time Commitment: 5 hours per week
- Job: Oversees the chairpersons of PTSA Hospitality Events(Staff Back-to-School Luncheon (Monday before school begins, catered), monthly Staff Appreciation Breakfasts, Staff Appreciation Week (May), College & Career Hospitality with Senior Exit interviews and College Fair representatives. Works with PTSA Volunteer Chairperson to recruit help for events.
- Qualifications: A big heart! This is a good entry-level board position.

Co-VPs Communications

- Time Commitment: 8 hours per week
- Job: Oversees chairperson of Staff Profiles. Prepares and emails IHS admin our Weekly Bulletin. Distributes monthly meeting notice to PTSA membership. Distributes information as requested via IHS Weekly Bulletin, PTSA website, PTSA emails, Peachjar, Facebook, Instagram, X (formerly Twitter), ASB TV, iVIsion, traffic light readerboard, ASB Instagram.
- Qualifications: Enjoys monitoring social media. Comfortable with computers and looking up information.

Director of Membership

- Time Commitment: 5 hours per week in August. Occasional work the rest of the year.
- Job: Advertises “Join the PTSA” three times a year through PTSA Communications, uploads membership into state PTA database (Memberplanet), uploads membership into IH PTSA directory on our website.
- Qualifications: Comfortable with Excel and computers in general. This is a good entry-level board position.

Director of Advocacy

- Time Commitment: 2 hours a week

- Job: Reminds PTSA that students come first. Distributes information on how to change laws and contact state representatives. May attend the October WA State PTA Legislative Assembly. May attend Focus Day (PTA at state capitol/Olympia in January). This position is largely self-determined on the interest of the director.
- Qualifications: Would like to make a difference! This is a good entry-level board position.

Chair Positions:

Chairs (i.e. chairpersons) act as the point person between IHS administration and PTSA. They also send emails to volunteers, remind them to submit their volunteer application, and organize any meetings. Each chair is assigned a PTSA board member that they can ask for help and who can assist with reimbursements and advertising through the PTSA channels.

- Awards Chair - (Jan-April), Solicits nominations for PTSA's Golden Acorn Volunteer award, Outstanding Advocate award, and Outstanding Educator award. Organizes meetings for parent committees to evaluate nominations. Makes sure that awards are presented, certificates are bought, and school plaques engraved. Contact IHPTSASecretary@gmail.com .
- ACT/SAT Practice Exam Coordinator - emails parents/students and attends a total of 4 Saturday morning practice exams, two in September and two in January. Attending two Wednesday night scoresback session is optional. Must be responsive in email.
- Grants Chair - This requires organizing a grants committee meeting three times a year (October, January, April) to review grants. Also requires emailing grant applicants and presenting the grants at a PTSA meeting three times a year.
- New Family Connections Co-chairs - pair up experienced IHS parents with newcomers to the school. Plan monthly social events and

information sessions with IHS (e.g. College and Career Center introduction, coffee with the principal). Contact IHPTSAOutreach@gmail.com , if interested.

- Staff Monthly Breakfast Co-chairs - gather food donations from other volunteers. Prep (e.g. cutting bagels) on the morning of staff breakfasts. Under IHPTSAHospitality@gmail.com. This is a good entry-level position.
- Senior Events co-chairs - oversees chairs related to senior events (possible chairs include senior breakfast, senior farewell, senior party, senior yard signs). This requires a highly organized person. Contact IHPTSAEvents@gmail.com .
- Senior Scholarship chair (preferably non-senior parent) - February-April, advertises scholarship, helps determine scholarship amount and rubric, organizes scholarship committee to evaluate applications, makes sure the scholars are recognized and awarded. Contact IHPTSAPrograms@gmail.com
- Staff Appreciation Week Committee - (March- May) - organizes a week of staff appreciation events the first week of May including a luncheon, goodie bag, and coffee cart. Contact IHPTSAHospitality@gmail.com

Other Volunteer Opportunities:

- Staff Appreciation Breakfasts
- New Family Connections - Be a friendly face to a newcomer at IHS! Contact IHSNewFamilyConnect@gmail.com, if interested.
- Volunteer Coordinator - create sign-up geniuses for PTSA events. Email IHPTSAPresidents@gmail.com .
- Senior Events Committee - help plan end-of-year events for seniors . IHPTSAEvents@gmail.com.