**Executive Board Officer Descriptions**

Our mission as a PTSA is to ensure that every child’s potential is a reality by committing to work together to provide a powerful voice for children, provide relevant resources for families, and advocate for the education and well-being of every child.

Each of these positions can be co-positions, shared by two people.

#### PRESIDENT:

The President shall perform all duties indicated by the Bylaws, preside over PTSA meetings, work with the principal to oversee the effectiveness of the PTSA projects, ensure all Chair positions are performing their duties in a timely manner, help maintain good working relationships between parents, teachers and the community, prepare agendas for all meetings, and be well versed in parliamentary procedure. An incoming President should serve for at least one year as a voting member of the Board of Directors prior to becoming PTSA President. The President also attends Bellevue PTSA Council Meetings monthly, and attends state and regional PTSA trainings.

#### SECRETARY:

#### The Secretary shall attend & take notes for all PTSA meetings. Other duties include:

#### 

####  Distribute copies of notes to the President(s)

####  Make any changes or corrections—then submit email copy to all Board Members prior to the next scheduled meeting

####  Bring copies of the prior meeting notes to the next scheduled meeting for distribution

####  Post upcoming meeting agendas on the bulletin board and in the Panther Express prior to the next meeting

####  Send email meeting reminders to the Executive Council and Board of Directors

####  Catalogue all of the meeting minutes in an official Secretary Notebook to be maintained by the PTSA

####  Be familiar with the Standing Rules for the PTSA and work with the President (s) to draft a yearly proposal to the General Membership at the first meeting of the new school year

####  House and maintain all legal documents and PTSA records in a set location

#### VP OF FUNDRAISING:

The VP of Fundraising works to develop long-term plans for fundraising activities. This person works to build relationships and explore new fundraising ideas. Responsibilities include:

 Develop a comprehensive fundraising plan for the PTSA in conjunction with the Executive Council members and Board members

 Develop new and imaginative fundraising activities which do not interfere with the main mission of the PTSA to support all students

 Balance time/cost/effort to focus efforts upon the most appropriate fundraising activities for our school community

 Develop and maintain relationships with major donors/sponsors & new potential donors and sponsors

 Oversee traditional fundraising activities such as the walkathon and auction (if applicable)

 Raise awareness of the PTSA and its work

 Oversee grants and charitable trusts whose criteria match the PTSA and school’s mission

 Oversee corporate fundraising, including employee giving and matched giving from employers

 Work with the Treasurer to monitor income and expenditure against budgets and targets

 Attend WA State PTA Training Courses: “PTA & the Law” and “Money Matters”

#### VP COMMUNICATIONS:

#### The VP of communications maintains the PTSA newsletters (Express & Post) which are distributed to every household. The VP shall communicate with the school Principal, Office Manager, and Executive Council Members regarding necessary information to be shared weekly. Other duties include:

#### 

####  Maintain a list of families that do not have email access and ensure they receive paper-copies of all electronic communications

####  Work with the Office Manager to compile an accurate list of families which may require translated materials

####  Stay up-to-date on any event changes

####  Responsible for notifying local newspapers of any unique up-to-date happenings at the school

####  Maintain and update the PTSA website whenever changes are needed —and review website content at least 1 time per month for accuracy

####  Verify all communication with the school Principal and the President (s) prior to distribution

#### 

#### VP PROGRAMS:

The VP of Programs shall oversee and/or organize assemblies, enrichment activities, and community-building events. Ideally, VP of Programs will manage chairpersons for the majority of these events, and will coordinate activities from an overall programmatic standpoint over the course of the year.

Responsibilities include:

 Polling membership (to include school staff) for potential programs of interest

 Schedule presenters and organize events; or, with the help of VP of Volunteers, identify chairperson(s) to organize the event

\* Oversee chairperson(s) of individual events that fall under programs as indicated above -- this includes authorizing expenditures and insuring that events stay within budget

 If a presenter requires a fee—coordinate payment with the Treasurer as indicated in the annual budget

 Advertise events

Examples of past programs include movie night, family dance night, game night, lip sync, pumpkin and a poem, noodle night, MEP, ChESS, Reflections and Field day. Past assemblies have included internet safety, bullying prevention, African dance troupe, and children’s choirs.

#### VP VOLUNTEERS:

#### The VP of Volunteers is responsible for compiling and maintaining a list of all volunteers and event Chair positions. Other duties include:

#### 

####  Active recruitment of parent and community volunteers

####  Ensure that all Chair-positions are filled—if they are not, maintain communication with other Executive Council members to ensure that open positions are actively advertised

####  Provide event Chair-persons with an updated list of volunteers who have expressed interest in each area

####  Ensure that each Event Chairperson maintains a list of volunteers who actively helped with an event and submit that list to the VP of Communications at least monthly for recognition in email distributions

####  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

#### TREASURER:

The Treasurer collects and deposits all monies raised by the PTSA and disburses the same according to the approved yearly budget. The Treasurer is responsible for keeping accurate and detailed records of all transactions. Responsibilities include:

 Attend all Executive Council and Board meetings and provide a budget report at each meeting

 Responsible for presenting any requested modifications to the approved yearly budget to the General Membership according to the PTSA Bylaws

 Balance all bank accounts monthly and submit duplicate bank statements to a non-signer on the Executive Committee for review and approval

 Maintain PTSA professional licenses and non-profit registrations, ensure that the organization continues to meet the requirements for tax exemptions as established in IRS

 File W-2 or 1099—Misc. tax statements for employees or contractors employed by the PTSA (e.g. Chess Club coaches)

 Ensure the appropriate levels of Liability and Property Insurance are purchased annually with Presidents and records what was paid

 Monitor and balance the PTSA accounts to maximize interest income

 Submit payments to Council, Regional and State PTA organizations, including membership fees and scholarship funds and record payment

 Manage Charitable Contribution correspondence to maximize Corporate Matching income (handle all the matching contributions from various employers, confirm matches and record income on budget)

 Monitor the PTSA Treasurer folder in the main school office

 Close the books and submit annual audit at the end of each school year

\* Work with tax professional to submit annual non-profit tax form

\* Review, pay and submit all bills and money requests

\* Handle all cash, cash requests and deposits for committees

\* Main liaison between bank and Exec. board

\* Review Paypal

\* Review IATS

\* Input all checks, deposits to Quicken, balance checking, run Quicken reports to input info on Excel Spreadsheet for Budget at each monthly meeting

**Currently we have the duties divided between the two co-positions as follows:**

**Financial Duties (Spreadsheets, taxes, etc.)**

 Attend all Executive Council and Board meetings and provide a budget report at each meeting

 Responsible for presenting any requested modifications to the approved yearly budget to the General Membership according to the PTSA Bylaws

 Balance all bank accounts monthly and submit duplicate bank statements to a non-signer on the Executive Committee for review and approval

 Maintain PTSA professional licenses and non-profit registrations, ensure that the organization continues to meet the requirements for tax exemptions as established in IRS

 File W-2 or 1099—Misc. tax statements for employees or contractors employed by the PTSA (e.g. Chess Club coaches)

 Monitor and balance the PTSA accounts to maximize interest income

 Manage Charitable Contribution correspondence to maximize Corporate Matching income (handle all the matching contributions from various employers, confirm matches and record income on budget)

 Monitor the PTSA Treasurer folder in the main school office

 Close the books and submit annual audit at the end of each school year

\* Work with tax professional to submit annual non-profit tax form

\* Review IATS

\* Input all checks, deposits to Quicken, balance checking, run Quicken reports to input info on Excel Spreadsheet for Budget at each monthly meeting

**Bank – Money Duties (Cash, Deposits, Bill-paying, etc.)**

 Attend or alternates with Co-Treasurer all Executive Council and Board meetings

 Ensure the appropriate levels of Liability and Property Insurance are purchased annually with Presidents and records what was paid

 Submit payments to Council, Regional and State PTA organizations, including membership fees and scholarship funds and record payment

 Monitor the PTSA Treasurer folder in the main school office

\* Review, pay and submit all bills and money requests

\* Handle all cash, cash requests and deposits for committees

\* Review Paypal

\* Main Liaison between Bank and Exec. Board