

## Description of Duties:

### **President:** Duties of the president

The president is the presiding officer and the official spokesperson of the local PTA or council. The president presides at all meetings and plans the meeting agenda with the PTA secretary, utilizing input from others. The president must remain impartial when serving as the presiding officer at meetings. With approval of the executive committee, the president makes one-year appointments to positions and committees as specified in the standing rules. The president should make sure that officers' names and contact information are entered into WSPTA's membership enrollment database or sent to the WSPTA office when officers are elected in the spring.

The president delegates responsibility and develops leaders by empowering others and acknowledging their efforts. He or she should communicate regularly with officers and chairs and be available to members. The president ensures that all officers, chairs, and committee members are current PTA members. The president serves as an ex officio member of all committees except the nominating committee. (Ex officio means "by virtue of one's status.")

A president should become familiar with:

- The vision, mission, and purposes of PTA
- WSPTA Uniform Bylaws
- WSPTA Standards of Affiliation agreement
- Local PTA and/or council standing rules
- Basic parliamentary procedure
- PTA leader resources from the council, state, and National PTA including sending delegates to the annual meeting of WSPTA at the yearly convention.

If the PTA serves a school community, the president should have a positive relationship with the principal and staff and should encourage PTA members to do the same. He or she should promote a positive image of PTA within the community. Community PTAs (for example, a district-wide Special Needs PTA) should work to develop a positive relationship with their councils (if applicable) and should connect with their school district administrators regarding goals, objectives, and resources.

The president must be aware of and communicate to the board all required deadlines for the payment of membership dues, registration for Washington State PTA workshops and conferences, submission of award applications, and filing of the PTA's annual corporation report, charitable solicitations registration, insurance renewal, and federal (IRS) informational returns.

**President Elect:** This position is a training position for president and will serve as president if the current president is unable to attend meetings or events.

### **Secretary:** Duties of the secretary

The secretary shall take minutes, may plan the meeting agenda, issues notices of meetings, handles correspondence, and keeps an up-to-date roster of members and a current record of all committees. The secretary shall also serve in other ways as directed by the local PTA's standing rules or by the president.

**Treasurer:** Duties and responsibilities of the treasurer

The members elect the treasurer to be the authorized custodian to manage the funds of the PTA on behalf of the membership and the board of directors. The funds, the books, and the record-keeping materials are the property of the PTA. The treasurer shall serve as an active participant on the board of directors and executive committee and attend all meetings of each body. The treasurer serves as chair of the budget committee and presents the budget to the board and membership.

**Treasurer One:** Check Dispersal, reconciliation and reports, Taxes, State Filings, federal filings, Insurance Renewal, City Filings, etc.

**Treasurer Two:** Financial Deposits, Donation processing, corporate matching, online payments, membership dues, reconciliation and reports, etc.

**VP Fundraising:** Responsible for working with volunteers to organize and manage the Fall and Spring Fundraising campaigns to meet budget revenue goals.

**VP Outreach:** Recruits Committee Chairs, oversees committee activities and events. Attends Bellevue PTSA Council Meetings. Committee Chairs are: BSF Ambassador, Advocacy Chair, Membership Chair, Volunteer Coordinator and Reflections Chair.

**VP Communications:** Recruits and oversees committee chairs, ensure regular and constant communications between ISPTSA and community. Committee chairs are: Monday Messenger/Web Content, Website, DirectorySpot, and Bulletin Boards.

**VP Community:** Recruits committee chairs, oversees community committee activities and events. Committee Chairs are:

- Gen Mem Mtg\ Dinner. Organizes the food and beverages for the free dinner offered as part of the first PTSA general meeting of the school year with help from volunteers.
- Staff Appreciation. Oversees Staff Appreciation activities that are coordinated and run by each class and other community members.
- Hospitality. Organizes Back to School Coffee on the first day of school. Provides coffee and food on an as needed basis for visitors like the school board, superintendent.
- Intern Host Coordinator/ Program Liaison. Provides orientation for Amity Interns and coordinates intern outings/experiences with non-hosting families.
- Incoming 6th Grade Student Barbecue. Organizes and runs BBQ /buddy lunch for incoming 6th grade students. Volunteers needed to staff welcome table.
- Parent Welcome. Organizes parent portion of the incoming 6th grade lunch, including speakers and coffee for incoming 6th grade parents. Facilitates other welcoming activities for new parents and families.
- Community and Culture. Promote community building and an IS culture of inclusion and connection for parents and students.
- 6th Grade Retreat. Helps the senior class leaders organize and run the 6th grade retreat for the new 6th graders.
- Parent Representatives. Parent representatives organize grade level parent social events, help organize the parents to support staff appreciation and membership and act as another channel of information about ISPTSA.