



## **Job Descriptions**

Below are some of the major aspects of these PTA responsibilities.

### **The Office of President-Elect**

- The President-Elect shadows and helps the current PTA president with ongoing duties. This is a 1 year commitment, with a 1 year commitment following as PTA President. The President Elect will attend PTA council meetings, 2 EC meetings per month, 4 general PTA meetings a year, weekly or bimonthly principal meetings and attend most IP events.

### **The Office of Co-Treasurer:**

- The Treasurer is a member of our Executive Committee and is currently scoped as a shared role with each role coming up for nomination in alternating years. The current open Co-Treasurer role has ongoing responsibility for accounts payable, managing QuickBooks, reconciling the bank accounts, and running regular financial reports for the Board. Additionally, there are a number of annual activities the Co-Treasurer is responsible for, including orchestrating the annual budget, coordinating with the accountant to file taxes, and filing annual reports with the State of Washington. The Co-Treasurer is also expected to attend bi-weekly PTA Board meetings and present the Treasurer's Report or other significant financial updates.

### **The Office of Fundraising:**

- The VP of Fundraising oversees the fundraising for Island Park. The PTA raises money for its general operating fund as well as its Learning Support programs. This is done through an ask in the Parent Pack at the beginning of the year and Steps for School, Community Fundraising (such as Amazon), Island Books Brunch and Browse, Box Tops and the Spring Party. All officers are responsible for attending 2 EC meetings a month, plus any General Membership PTA meetings. This position has a 2 year time commitment.

### **The Office of Student Services:**

- The VP of Student Services oversees the individuals in charge of all Room Parents, the Copy Corps, Staff Appreciation, Eaglewear, Library Volunteers, Vision/Hearing Screening, Yearbook, Absentee Alert, 5th Grade Sweatshirts and the 5th Grade End of Year Party. This position is also responsible for nominating staff and volunteers and organizing the Volunteer Awards Reception. All officers are responsible for attending 2 EC meeting a month, plus any General Membership PTA meetings. This position has a 2 year time commitment.

#### The Office of Communications:

- The VP of Communications oversees the individuals in charge of the school directory, the Parent Pack, Eagle Newsletter, Display Case, Facebook and the PTA website. All officers are responsible for attending 2 EC meetings a month, plus any General Membership PTA meetings. This position has a 2 year time commitment.

#### The office of Advocacy:

- The mission of the PTA advocacy committee is to stay informed about issues that are impacting our children and schools, to facilitate communication within and from the PTA to the broader parent community, and to advocate on behalf of the PTA and the students in support of the well-being of the children and maintenance and development of the highest-quality learning environment. We support and speak on behalf of children and families to our school administration, government, and other organizations that make decisions impacting our schools. All officers are responsible for attending 2 EC meeting a month, plus any General Membership PTA meetings. This position has a 2 year time commitment. The representative should attend the advocacy committee meetings once per month.