

DUTIES and RESPONSIBILITIES of the PRESIDENT

GENERAL DUTIES

- Oversee local PTA organization and work with Board of Directors on all PTA business
- Work closely with school principal and vice-principal/program assistant for the common good of the school
- Work with Executive Committee to appoint Standing Committee chairpersons
- Ensure names and other required information of newly elected officers are sent to the State PTA office
- Serves as an ex-officio member of all committees except the nominating committee
- Assure that the local unit participates in regional elections
- Attend monthly Issaquah PTSA Council meetings
- Attend and preside over monthly PTA Board of Directors meetings and General Membership meetings
- Attend leadership workshops, conferences and training sessions, including but not limited to those related to the President position; "PTA and the Law;" etc.
- Attend PTA programs, activities and events as often as possible
- Prepare "Standards of Excellence" Award forms and submit to State PTA for consideration

ESTIMATED TIME COMMITMENT

- One year commitment; maximum two consecutive years
- Approximately 16 hours per month

DUTIES and RESPONSIBILITIES of the VICE PRESIDENT

PROGRAMS DIRECTOR

- Works with the Executive Committee to determine PTA sponsored programs
- Coordinate with Eastside Enrichment to determine subject matter for after school programs & with Principal to see how many rooms are available
- Attend PTA Council meeting when the President can't
- Forward Parent Ed & ISF information
- Send out a monthly Newsletter; contact upcoming Events and other committees for newsletter info.

OTHER DUTIES

- Assist President as needed, and perform as President in the absence or inability of that officer to serve
- Attend monthly PTA Board of Directors meetings and General Membership meetings
- Attend leadership workshops, conferences and training sessions, including but not limited to those related to the Vice President position; "PTA and the Law;" etc.
- Attend PTA programs, activities and events as often as possible

ESTIMATED TIME COMMITMENT

- One year commitment; maximum two consecutive years
- Approximately 16 hours per month

DUTIES and RESPONSIBILITIES of the TREASURER

GENERAL DUTIES

- Issue checks, make deposits, reconcile checkbook to monthly bank statement & file bank statement
- Prepare financial statements and present PTA's financial position at Board of Directors and General Membership meetings
- Prepare government and other legal filings including, but not limited to Federal Tax return, Charitable Solicitations Report, liability insurance, form 1099-MISC filings, etc.
- Initiate mid-year and year-end audit checklist
- Serve as chair of Budget Committee
- Maintain all financial records according to record retention policy.

OTHER DUTIES

- Attend PTA Council meeting when the President can't
- Attend monthly PTA Board of Directors meetings and General Membership meetings
- Attend leadership workshops, conferences and training sessions, including but not limited to those related to the Treasurer position; "Money Matters;" "PTA and the Law;" etc.
- Attend PTA programs, activities and events as often as possible

ESTIMATED TIME COMMITMENT

- One year commitment; maximum two consecutive years
- Approximately 20 hours per month

DUTIES and RESPONSIBILITIES of the SECRETARY

GENERAL DUTIES

- Record, distribute, and file minutes of Board of Directors and General Membership meetings
- File attendance lists, meeting agendas, and other required records
- Receive and file written correspondence to the PTA and report such correspondence at general meetings
- Obtain all PTA voicemail and e-mail messages, and relay such messages to appropriate Board members or committee chairpersons
- Post minutes from the General Meeting on the website
- Update the calendar on the website with new events

OTHER DUTIES

- Post A-Board signs at appropriate school locations (entrances/exits/drop off points) to give notice of PTA General membership meetings
- Attend monthly PTA Board of Directors meetings and General Membership meetings
- Attend PTA Council meeting when the President can't
- Attend leadership workshops, conferences and training sessions, including but not limited to those related to the Secretary position; "PTA and the Law;" etc.
- Attend PTA programs, activities and events as often as possible

ESTIMATED TIME COMMITMENT

- One year commitment; maximum two consecutive years
- Approximately 5 hours per month

DUTIES and RESPONSIBILITIES of the MEMBERSHIP Board Position

GENERAL DUTIES

- Plan membership campaign to invite all school families and staff to join PTA, employing resources available from State PTA as needed
- Communicate the organization's mission, goals, and achievements, as well as benefits of joining PTA in newsletters and on the website
- Enroll paid members' information using State PTA web-based system and maintain accurate membership records for the local unit
- Work with Treasurer to remit council fees and membership funds to Council/State PTA, specifically October, January, & May

OTHER DUTIES

- Prepare and distribute PTA Membership Directory to all paid PTA members
- File for membership incentive and recognition awards
- Attend monthly PTA Board of Directors meetings and General Membership meetings
- Attend leadership workshops, conferences and training sessions
- Attend PTA programs, activities and events as often as possible

ESTIMATED TIME COMMITMENT

- One year commitment; maximum two consecutive years
- Approximately 12 hours per month; time commitment is heaviest at start of school year

DUTIES and RESPONSIBILITIES of FUNDRAISING Board Position

GENERAL DUTIES

- Determine fundraising goals based on school year budget
- Work with Board of Directors to determine additional PTA funds needed beyond current finances
- Research various fundraising methods for achieving fundraising goals, including current and prior methods, as well as new methods not previously tried
- Select fundraising methods to be employed for the school year
- Communicate fundraising goals and methods to the Executive Committee, general membership, and school community at large
- Contact and contract with fundraising companies as necessary
- Work with Volunteers Board Member to find volunteers to lead and/or assist with various fundraising efforts

OTHER DUTIES

- Attend monthly PTA Board of Directors meetings and General Membership meetings
- Attend leadership workshops, conferences and training sessions
- Attend PTA programs, activities and events as often as possible

ESTIMATED TIME COMMITMENT

- One year commitment; maximum two consecutive years
- Approximately 16 hours per month

DUTIES and RESPONSIBILITIES of VOLUNTEERS Board Position

GENERAL DUTIES

- Find and recruit volunteers for PTA program, activity, or event chair positions
- Provide Event Chairperson with list of volunteers for upcoming events.
- Coordinate with various chairpersons and assist with recruiting volunteers as needed
- Find and recruit volunteers to assist with school events, e.g. Vision and Hearing Screening, Picture Day, & Field Day, etc, as requested
- Communicates all PTA events and information to Room Coordinators & email from website as needed.

OTHER DUTIES

- Attend monthly PTA Board of Directors meetings and General Membership meetings
- Attend leadership workshops, conferences and training sessions
- Attend PTA programs, activities and events as often as possible

ESTIMATED TIME COMMITMENT

- One year commitment; maximum two consecutive years
- Approximately 12 hours per month

DUTIES and RESPONSIBILITIES of COMMUNITY Board Position

GENERAL DUTIES

- Plan community events for PTA, including but not limited to Starbucks toy drive, Issaquah Food Bank food and clothing drive, etc.
- Coordinate Transport of donated items to various locations
- Work with school counselor to assist school families in need, as requested
- Support and Assist Hospitality when needed Back to School Events, Science Fair, etc.

OTHER DUTIES

- Attend monthly PTA Board of Directors meetings and General Membership meetings
- Attend leadership workshops, conferences and training sessions
- Attend PTA programs, activities and events as often as possible

ESTIMATED TIME COMMITMENT

- One year commitment; maximum two consecutive years
- Approximately 5 hours per month

DUTIES and RESPONSIBILITIES of HOSPITALITY Board Position

GENERAL DUTIES

- Plan and coordinate Back to Popsicle Social, Back to School Teacher Luncheon, "Kindergarten Coffee & Kleenex," Teacher Appreciation week,
- Organize bake sales in conjunction with PTA events as requested
- Perform other hospitality related duties as requested

OTHER DUTIES

- Attend monthly PTA Board of Directors meetings and General Membership meetings
- Attend leadership workshops, conferences and training sessions
- Attend PTA programs, activities and events as often as possible

ESTIMATED TIME COMMITMENT

- One year commitment; maximum two consecutive years
- Approximately 8 hours per month