

## **PTSA EXECUTIVE JOB DESCRIPTIONS**

### **Laura Ingalls Wilder Elementary**

#### **PTSA PRESIDENT**

##### ***Responsibilities:***

- Oversee all areas of the organization.
- Organize and schedule monthly Board of Directors and General Membership meetings.
- Schedule Executive Committee meetings when necessary.
- Preside at all Board of Directors and General Membership meetings.
- Attend all monthly LWPTSA Council meetings, Board of Directors, General Membership and Executive Committee meetings.
- Attend PTA seminars and/or workshops (about 2-3 each year).
- With other Executive Committee members, reevaluate annual budget and standing rules each year.
- Plan events and activities with Executive Committee (e.g. fundraisers, events, staff luncheon, PTSA brunch, etc.).
- Meet regularly with principal.
- Support officer and committee chairs.
- Oversee selected committees.
- With the Secretary, keep the Policies and Procedures notebook updated.
- Role may be shared with a Co-President.
- Sign an ethics policy.
- Attend appropriate training sessions to educate yourself about the President's position and PTSA requirements. Mandatory attendance of one training session per year is required by the Washington State PTSA.

##### ***Qualities:***

Conscientious, good listener, ability to delegate, energetic, good communicator, willing to be knowledgeable about PTSA and school matters, team player.

#### **PTSA SECRETARY**

##### ***Responsibilities:***

- Attend all monthly Board of Directors, General Membership and Executive Committee meetings and LWPTSA Council meetings if required.
- Prepare motions for Board of Directors/General Membership meetings.
- Handle PTSA correspondence and maintain PTSA legal files with Treasurer.
- With the President, keep the Policies and Procedures notebook updated.
- Oversee Membership & Student Directory.
- Assist in production of Student Directory, as needed.
- Sign an ethics policy.
- Attend appropriate training sessions to educate yourself about the position and PTSA requirements. Mandatory attendance of one training session per year is required by the Washington State PTSA.

##### ***Qualities:***

Well-organized, reliable, comfortable with personal computer programs including Word & Excel.

## **PTSA TREASURER**

### ***Responsibilities:***

- Attend all monthly Board of Directors, General Membership and Executive Committee meetings.
- Prepare monthly Treasurer's Report showing income and expenses compared to budgeted amounts.
- Reconcile monthly bank statements.
- Make deposits and write checks.
- Prepare various state and federal reports.
- Update legal documents and file auditing and taxes reports.
- With President(s), oversee budget process.
- With Executive Committee, prepare projected expenses for year to use in budget process.
- Prepare budget report and assumptions.
- Oversee cash/check handling for various fundraising and PTSA sponsored events.
- Sign an ethics policy.
- Attend appropriate training sessions to educate yourself about the position and PTSA requirements. Mandatory attendance of one training session per year is required by the Washington State PTSA.

### ***Qualities:***

Well organized, conscientious, financially responsible, and comfortable with personal computer programs including Quicken, Excel and Word.

## **VICE PRESIDENT COMMUNICATIONS**

### ***Responsibilities:***

- Attend all monthly Board of Directors, General Membership and Executive Committee meetings.
- Oversee all aspects of communication tools for the Wilder PTSA including Constant Contact Newsletter, Facebook, Tandem Calendar, and the PTSA website.
- Oversee committee chairs such as Webmaster, and Newsletter Editors.
- Maintain the weekly calendar of events.
- Coordinate with school office staff on PTSA events/calendar/communications.
- Able to coordinate and facilitate incoming announcements and communications from PTSA members and school staff.
- Format and edit information using various Wilder communication tools
- Adhere to a set schedule and recognize-the need to be both timely and accurate.
- Sign an ethics policy.
- Attend appropriate training sessions to educate yourself about the position and PTSA requirements. Mandatory attendance of one training session per year is required by the Washington State PTSA.

### ***Qualities:***

Have solid communications and marketing skills, able to write and edit using computer and online programs. Requires good people skills and able to oversee small group of communications volunteers.

## **VICE PRESIDENT(S) OF VOLUNTEERS**

### ***Responsibilities:***

- Attend all monthly Board of Directors, General Membership and Executive Committee meetings.
- Maintain current report of committee chair openings/volunteer needs to share at monthly meetings; post openings in newsletter as needed.
- Attend Open House in August (displaying sign-up sheets for all committees available for parents).

- Create volunteer spreadsheet to distribute to each committee chair of the PTSA.
- Identify chairperson(s) to coordinate committees and support them as needed.
- Recognize committee chairs and/or volunteers by thanking them each month.
- Maintain Organization Chart.
- Create volunteer flyer for back-to-school packets.
- Review annual budget with committee chairs listed under VP of Volunteers on the Organization Chart.
- Role may be shared with Co-Vice President.
- Sign an ethics policy.
- Attend appropriate training sessions to educate yourself about the position and PTSA requirements. Mandatory attendance of one training session per year is required by the Washington State PTSA.

*Qualities:*

Ability to effectively network, delegate and work with designated committee chairpersons.

### **VICE PRESIDENT(S) OF WAYS AND MEANS**

***Responsibilities:***

- Attend all monthly Board of Directors, General Membership and Executive Committee meetings.
- Propose and plan various Wilder fundraising and community events to meet budget requirements that are agreed upon by the Executive Committee.
- Role may be shared with a Co-Vice President - works well as various fundraising activities can overlap during the school year.
- Oversee committees related to fundraising events, and community programs.
- Role may be shared with Co-Vice President.
- Sign an ethics policy.
- Attend appropriate training sessions to educate yourself about the position and PTSA requirements. Mandatory attendance of one training session per year is required by the Washington State PTSA.

*Qualities:*

Motivated, energetic, enthusiastic person, willing to be informed on non-profit fundraising guidelines, and a good communicator.

### **VICE PRESIDENT OF ENRICHMENT – BEFORE SCHOOL**

***Responsibilities:***

- Attend all monthly Board of Directors, General Membership and Executive Committee meetings.
- Responsible for procuring morning enrichment classes/instructors.
- Promote classes through the newsletter, Facebook, and other means as necessary.
- Oversee enrichment process/registration.
- Manage communications to parents and the volunteer requirement.
- Support chairpersons for events associated with enrichment.
- Sign an ethics policy.
- Attend appropriate training sessions to educate yourself about the position and PTSA requirements. Mandatory attendance of one training session per year is required by the Washington State PTSA.

*Qualities:*

Energetic, conscientious, maintain program awareness, ability to network and delegate.

## **VICE PRESIDENT OF ENRICHMENT-DURING SCHOOL**

### ***Responsibilities:***

- Attend all monthly Board of Directors, General Membership and Executive Committee meetings.
- Oversee programs that occur during the school day, such as Math Adventures, Watershed, Salmon Tank, and Art Docent.
- Communicate with school office staff and Presidents regarding the calendar, building use, and other issues as needed and as they relate to the programs.
- Work closely with the VP of Volunteers to ensure the programs have a suitable number of volunteers.
- Sign an ethics policy.
- Attend appropriate training sessions to educate yourself about the position and PTSA requirements. Mandatory attendance of one training session per year is required by the Washington State PTSA.

### ***Qualities:***

Energetic, conscientious, maintain program awareness, ability to network and delegate.

## **VICE PRESIDENTS OF ENRICHMENT – AFTER SCHOOL**

### ***Responsibilities:***

- Attend all monthly Board of Directors, General Membership and Executive Committee meetings.
- Procure after school enrichment classes/instructors.
- Work with school staff to allocate space for enrichment classes.
- Promote classes through the newsletter, and on PTSA Website or other means as necessary.
- Oversee enrichment process/registration and create rosters for instructors/school staff.
- Ensure the presence of a chaperone at each class meeting. Manage communications to parents and the volunteer requirement.
- Support chairpersons for events associated with enrichment. Including additional duties to support Theater Chair as s/he coordinates the spring play.
- Sign an ethics policy.
- Attend appropriate training sessions to educate yourself about the position and PTSA requirements. Mandatory attendance of one training session per year is required by the Washington State PTSA.

### ***Qualities:***

Enthusiasm for the enrichments program at Wilder, excellent organizational skills, and ability to work well with vendors, parents, and school staff.

## **VICE PRESIDENT LEGISLATION**

### ***Responsibilities:***

- Attend all monthly Board of Directors, General Membership and Executive Committee meetings.
- Keep PTSA members informed of the legislative issues that the local, state and national PTA has adopted. Attend Legislative Assembly, PTA Focus Day and other Legislative conferences in Washington.
- Role may be shared with a Co-Vice President.
- Sign an ethics policy.
- Attend appropriate training sessions to educate yourself about the position and PTSA requirements. Mandatory attendance of one training session per year is required by the Washington State PTSA.

### ***Qualities:***

Should be interested in political, legislative, and news information; Good communicator.