

TYEE PTSA Job Descriptions

Just as boards of directors have basic collective responsibilities, individual board members are also entrusted with obligations. An explicit job description that addresses both components provides an essential governance tool to both new and more seasoned board members alike. It helps with the process of recruiting new board members by clarifying expectations before board candidates accept nomination. All board positions should adhere to the duties and responsibilities detailed in the Washington State PTSA Bylaws. These include but are not limited to the following:

President (position may be shared)

Estimated time commitment: approximately 1-2 hours per week; busiest period August – September and May – year end to coordinate calendar, activities and training. Coordinate the activities of all PTSA officers and committees.

- Conduct the administration of the Tye Middle School PTSA in accordance with the standing rules
- Organize and prepare agendas for Executive Board and general PTSA meetings (with input from Principal and Executive Board Members)
- Preside at meetings of the Executive Board and the PTSA
- Represent the Tye Middle School PTSA at district-wide presidents' meetings, monthly District Council meetings (this can be shared with other Board Members or Tye PTSA Members), and other events
- Be responsible for overall Tye Middle School PTSA finances
- Approve, and assure that all communications are approved by the Principal, Tye Middle School PTSA channels (Tye Times, Facebook, flyers, etc.) prior to distribution
- Represent the Tye Middle School PTSA in interactions with Bellevue School District, school administration, staff, and community members
- Have all contracts or legally binding documents approved by the Tye Middle School PTSA before signing
- Serve as ex officio member on all committees except Nominating Committee
- Responsible for understanding of "Robert's Rules of Order" and using these rules to maintain structure and order at all meetings
- Be prepared to speak at various school functions including Curriculum Night and TCOB events
- Be familiar with and abide by current Tye Middle School PTSA Standing Rules □ Attend all Executive Board and PTSA membership meetings

Vice President (position may be shared)

Estimated time commitment: approximately 1-2 hours per week; busiest period August – October and May – June to coordinate calendar, activities and training. Approximately 20 hours additional in the first quarter of the year to support membership activities.

- Assist President with above as assigned, serving as the President's primary aide
- Responsible for promoting clear and effective communication between the PTSA and the Tyee Middle School community of parents, students, and administration. Maintain PTSA calendar and communicate PTSA and school activities calendars to Communications Chair.
- Perform the duties of the President in her/his absence
- Be familiar with and abide by current Tyee Middle School PTSA Standing Rules
- Help identify Chairs for programs
- Help Chairs find the resources they need for their programs
- Coordinate various Tyee Middle School PTSA programs
- Support Membership Chair and collect and input membership data from Registration payment forms
- Update membership information during the school year
- Organize efforts to sign up Tyee Middle School staff for PTSA memberships
- Communicate the value of PTSA membership to Tyee Middle School families
- Maintain a procedure for membership sign up during the school year
- Maintain updated PTSA membership list and provide list to PTSA President and Secretary
- Support and Upload/Input Membership information into PTSA Membership database
- Work with PTSA Treasurer to make sure requisite per capita dues are forwarded to Washington State PTA
- Provide membership cards to those requesting them and to those attending State PTSA Convention
- Be familiar with and abide by current Tyee Middle School PTSA Standing Rules □ Attend all Executive Board and PTSA membership meetings

Secretary

Estimated time commitment: 4 - 6 hours per month.

- Take minutes at PTSA Executive Committee, Board of Director, and General PTSA meetings
- Distribute minutes along with an action list to the Executive Committee or Board of Directors to review after the meeting
- Copy and distribute minutes of the previous meeting at Executive Committee, Board of Directors, and General PTSA meetings for approval
- Provide electronic copy of minutes to web master to post on the PTSA website
- Maintain a file of all past minutes (as corrected) to be bound at the end of year
- Be responsible for getting the minutes bound at the end of the school year
- Keep copies of all correspondence; conduct correspondence if requested
- Keep, be familiar with, and abide by current Tyee Middle School PTSA Standing Rules
- Attend all Executive Committee, Board of Directors, and General PTSA membership meetings
- Work with Treasurer to complete WA PTA SOA Form. Once complete Treasurer will maintain a copy in permanent files. Designate Secretary or Treasurer to submit form to WA PTA.

Treasurer (not a shared position)

Estimated time commitment: Average 4 hours a month. Monthly hours vary with more work during Sept-October and April-June.

- Work with Secretary to complete WA PTA SOA Form. Once complete maintain a copy in permanent files. Designate Secretary or Treasurer to submit form to WA PTA.
- Prepare and present monthly financial reports at all PTSA Executive Committee (EC), Board of Directors (BoD) and General Membership (GM) meetings for approval
- Convene and chair Tye Middle School PTSA Budget Committee with members as specified in the Standing Rules and maintain meeting minutes.
- Prepare proposed budget based on Budget Committee Meetings
- Present the Proposed Budget to EC, BoD and GM PTSA meetings
- Handle all PTSA financial transactions in accordance with PTSA guidelines and procedures
- Ensure that bank signature card has current authorized signers. See Standing Rules for 3 positions that will have authorized eligibility (i.e., President, Treasurer and an EC member who will not be reviewing statements).
- Secure two authorized signatures on all checks
- Interface with anyone in PTSA who handles money, assuring that PTSA procedures are followed
- Maintain all PTSA financial records
- Keep the EC, BoD and GM informed of expenditures versus budget
- Make payments (dues, insurance, assessments) in a timely manner
- Responsible for tax filings
- Work with PTSA Financial Review Team (3 members of the BoD that are not signers or bank statement reviewer) to complete a financial review of the books twice a year (mid-year and after the end of the fiscal year) in accordance with the Standing Rules and the requirements of the Washington PTA.
- Be familiar with and abide by current Tye Middle School PTSA Standing Rules
- Communicates with the Bank regarding discrepancies and deposits
- Maintain a supply of dual signature checks (currently not available through bank)
- Issue authorized checks for bills and reimbursements after check request form with original receipts or invoices has been submitted, budget has been verified, and the President has signed off on the request.
- Corresponds with anyone that issues a NSF check, get additional funds to cover bank fees associated with transaction.
- Reconciles the checking account each month
- Files PTSA insurance each year and reviews insurance coverage for any updates based on PTSA operating changes
- In the fall, prepare the PTSA's tax return on Form 990 or 990 postcard (based on annual income). File Form 990 with the IRS by Nov. 15th (or, alternatively, files a request for automatic extension pursuant to Form 8868 by Nov. 15th and then files the Form 990 with the IRS by Feb. 15th)
- On or before Jan. 31, prepares and mails Forms 1099 to the appropriate service providers for the prior calendar year. On or before Feb. 28, prepares and files Form 1096 and related documentation with the IRS

- Keeps a permanent file of all tax-exempt numbers and certificates.
- Maintain Legal Documents.
- Keeps on file all invoices paid out for a period of five years
- Create and distribute Plan of Action (POA) to all program chairs. Once completed forms are returned, review and if complete present to the BoD for approval.
- Obtain a signed Conflict of Interest form from each member of the EC, BoD and any additional chairs.
- Maintain Teacher Classroom Fund spreadsheet showing reimbursement status and amounts.
- Credit Cards: Maintain Square equipment, forms and software.
- Annually revisit credit card procession firms and prices (recommended)
- Work with membership chair for accurate member numbers and obtaining/maintaining current membership roster. Payments to WA State PTA will be billed monthly.
- Attend all Executive Board and PTSA membership meetings

Legislative / Advocacy Chair

PTA is a child advocacy association. Its legislative mission is to speak on behalf of all children and youth at the local, state and federal levels. One of the purposes of PTSA is "to secure adequate laws for the care and protection of children and youth." PTSA promotes and encourages legislative advocacy for the education and welfare of all children and youth. Legislative advocacy chairs are responsible for demonstrating leadership on children's issues at the local level by educating PTSA members, community members and elected officials about PTSA's issues of concern and legislative priorities and goals.

- Request that advocacy is on the agenda of every meeting and give a legislative report
- Share with PTA members about issues affecting the school and community as well as legislative activities at all levels of government. Remember we are a nonpartisan association, so please be objective and factual. Be sure to include PTSA positions when appropriate. Circulate materials from council, district, State, and National PTA when available. Have copies at PTSA meetings or information on websites or links where the information can be found
- Write articles for your PTSA newsletter
- Schedule at least one meeting per year with your elected representatives to discuss your PTSA's local issues of concern and legislative priorities of the Washington State PTA. Take a few members from your PTSA with you
- Attend some local school board meetings. Communicate advocacy positions as authorized by your PTSA board
- Establish a method for sharing PTA Legislative alerts and other important information with PTSA members
- Take action on Legislative Alerts from the Washington State PTA and National PTA and encourage other PTSA members to do the same
- Maintain current contact information for all elected representatives in your area: U.S. Senators, U.S. Congress member, State Senator, State Assembly member, Board of Supervisors members, city council members, and school board members

Nominating Committee Chair

Nominates candidates for the PTSA Board and Committee Chairs of the Tyee Middle School PTSA. Presides over the vote for the new slate at the general PTSA meeting held in May. As per the Standing Rules, the Nominating Committee shall be elected at the Fall General Membership Meeting. Every effort shall be made to include at least one (1) member from each feeder school.

- Create / maintain Nominating Committee Notebook. Below is a list of suggested items to include in the notebook:
 - Date the nominating committee is due to the board of directors.
 - Dates of PTSA events for the year.
 - List of active PTSA members. A membership roster can be downloaded from the WSPTSA membership site.
 - A sample recommendation for nomination form
 - Copy of the unit's standing rules
 - Copy of the *WSPTSA Uniform Bylaws*
 - Job Descriptions
- Coordinate a nominating committee, comprised of members from all the feeder schools.
- Distribute Nominating Questionnaire to the Executive Board. This questionnaire allows for board members to state their volunteer preference for the upcoming year, as well as make suggestions about their current role.
- Contact all current PTSA volunteers and discuss their interests for the next school year
- Distribute Nominating Questionnaires to the school community via the Tyee PTSA website and the Tyee Times. Gather this information and begin to contact potential volunteers
- Discuss potential candidates amongst the Nominating Committee
- Prepare a slate of volunteers to serve on the PTSA. Present list to the PTSA Executive Board 15 days prior to the PTSA annual meeting at which elections will be held. Once approved, post list of proposed Executive Board members on the bulletin board outside the school office for all parents prior to the PTSA annual meeting
- In the spring, once PTSA positions have been slated and voted upon at the general PTSA meeting, notify all volunteers to confirm their positions. The job description should be reviewed with the person who was responsible for performing the job in the previous school year
- Send full volunteer slate to Secretary