

# TYEE PTSA Board Position Descriptions

May 2025 version

## 1. President

### **Eternal Communication & Representation**

- Acts as primary liaison between PTSA and school administration
- Holds a monthly in-person meeting with the principal
- Maintains communication with the Washington State PTA (WSPTA) and Bellevue PTSA Council
- Attends monthly Bellevue PTSA Council meetings (attendance may rotate among board members)

### **Internal Leadership & Oversight**

- Oversees the work of all PTSA board members
- Leads monthly board meetings (online or in-person) and three general membership meetings per year
- Ensure board members and club chairs to commit and sign PTSA Ethics Form
- Review and ensure compliance with WPTA and district PTSA standing rule
- Coordinate with Treasurer(s) on budget planning and any unplanned financial activities

## 2. VP of Programs

- Oversees all PTSA-sponsored student clubs and afterschool programs (Current PTSA clubs include but not limited to Science, Math, Chess, Debate, Programming, Python, Robotics, Rocketry, and Finance. Each club has its own chair.)
- Coordinates PTA-sponsored social events (Current events include but not limited to 6th Grade Meet and Greet, 7th Grade Carnival, 8th Grade Promotion Party, Lunar New Year Celebration, Makers Market, Glue Dance, and Beach Dance. Each event has designated chairs.)
- Ensures all social events and club activities comply with policies and rules of WA State PTA, Bellevue School District and school.
- Recruits, supports and communicates with club chairs

## 3. VP of Ways and Means

- Plans and manages all PTSA fundraising activities
- Ensure fundraising events meet IRS, BSD compliance requirements
- Key fundraising campaigns include:
  - Tyee Bucks direct donation drive
  - Restaurant fundraisers
  - Goodwill Drive and other community-based events



## 4. Secretary

- Prepares meeting agendas and coordinates meeting logistics
- Takes minutes during board and general meetings
- Assists with maintaining and updating board contact lists and the annual PTSA calendar
- Maintains and submit approved meeting minutes on website for transparency

## 5. Treasurer

- Manage with budget planning and submit for board approval
- Manages PTSA finances, including deposits, reimbursements, payments.
- Maintains accurate financial records and update with PTSA board regularly
- Prepares financial reports and ensures regulations compliance, such as, financial review, audit and annual IRS Form 990 filing
- Communicate with bank to manage bank account, such as update authorized signature list and fixed deposits.

## **6. VP of Communications**

- Publishes the weekly PTSA newsletter
- Updates and maintains the PTSA website
- Manages PTSA's Facebook page and other communication platforms
- Follow up with board member on questions and information submitted by parents online

## **7. Membership Chair**

- Manages membership records and updates the WSPTA database
- Leads membership drives and campaigns throughout the year
- Hosts membership booths as key events, such as orientation day, curriculum night and other social event, etc.

## **8. Grant Chair**

- Coordinates PTSA's grant program
- Accepts, reviews, and processes grant applications from teachers and staff
- Reports grant plan and distribution to board for approval and monitor fund use