

Mead PTSA Board Job Descriptions

Board Position	Job Description
President	<p>The President of the Board works closely with the school principal. They also work closely with the VP. They take turns with the rest of the executive board attending the LW Council PTSA monthly meetings. They typically write up the agenda (from the template) & send it to Secretary to email to the board. The President may speak at school info nights. They moderate the monthly board meetings & the 3x per year General Membership Meetings. Time commitment will vary. It really depends on what you want to do in a school year. At a minimum, you are running monthly Board meetings & General Membership meetings. From there, everything depends on how many PTSA sponsored programs, events, activities & anything else that falls under the “PTSA” umbrella you want to do in a year. It’s fluid & flexible. Every year will be different. Training is required for this position, but it’s not onerous. The council & state provide many opportunities for training, much of which can be done online. “Training” is often doable in an hour. It just depends on which class you want to take.</p>
Vice President	<p>Technically, the VP role is the “bridge” between committee chairs & the board. They can report to the rest of the board any updates from any committees at the monthly board meeting. Again, much like the President role, much of the work of the VP is dependent on what the VP feels like they have time for, what the board wants to do in a year & how involved a VP wants to get (as opposed to delegating). The VP should take turns with the President, Secretary & Treasurer to attend the monthly LW Council PTSA meetings. These are very informative; they give a lot of information about what is happening at other schools. They are worth attending. It’s hard to put a number on how much time per month a person will spend on the VP role (or any of the roles). Everything is fluid & will differ from year to year. At the beginning of the year (usually August) the new board will meet for a “retreat.” This initial meeting will decide priority projects for the year. As an executive board member, the VP is required to also do a training of some sort.</p>
Treasurer	<p>The Treasurer runs monthly financial reports. They will receive reimbursement forms & write reimbursement checks, which are also signed by the President or VP. The Treasurer will receive a thorough handover from the current Treasurer, who is remaining at the school for another couple of years. The PTSA operates as a 501c charity, so there are certain filings for the state that must be done on an annual basis. There are also taxes, but this is done by an accountant. The current Treasurer is the best resource for information on this role. She can walk anyone interested in this position through the various annual tasks. The Treasurer also assists the Financial Review team in fulfilling their work. Treasurer also must do a PTSA approved training.</p>
Secretary	<p>The Secretary takes the minutes for the meetings. They send minutes from meetings; agendas & any other board documents to the board before a meeting. They make sure approved minutes are sent to communications so they can be posted on the website. The time commitment varies from month to month. It is not an onerous position – very doable for someone who works & wants to do PTSA. There is a secretary’s binder where minutes are kept for the year, Standing Rules & other PTSA related material that are needed in any given year are kept in the Secretary’s Binder. Handover from the current Secretary will explain a lot of the “paperwork” of this position. It involves record</p>

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	<p>keeping to a large extent. The Secretary also shares the responsibility of taking turns to attend the monthly LW Council PTSA meetings. At a bare minimum, secretary takes minutes from the meeting & distributes minutes to the board. The secretary also oversees the Nominating Committee portion of the PTSA. They do not have to be on the Nominating Committee, but a Nominating Committee of 2-3 (usually 3, but I think 2 is also ok) people who work together to make sure there is an executive board in place for the following school year. It's the kind of position that is great for someone who doesn't mind taking notes, wants to be involved in decision making, but also doesn't necessarily want to be the "front facing" role of the President or VP that liaises a lot more with the principal & other committee chairs. Secretary must also do a PTSA approved training.</p>
Co-FACE	<p>FACE stands for Family & Community Engagement. They do the fun stuff like organize a gingerbread house making evening or a pumpkin carving contest. Anything that brings our community together & engages families would fall under this role. It's usually shared with another person, which is why it is listed here as "Co-FACE." Again, the role is entirely what a person makes it. You can always do more!</p>
Co-FACE	<p>Normally, a team of 2 co-chairs work together to put on events & do activities that engage the entire school community.</p>
Legislative Action	<p>Legislative Action board member mostly liaises with council & state level PTSA to find out what is happening in Olympia on bills & legislation that effects school aged children. Any time there is a Bond or Levy up to vote, the Legislative Action chair would brief the board on what it's about & relay any information about info sessions the district is holding. It is a role that can be mostly what a person makes of it. Articles about legislative action for the Mustang Report or for Facebook are always welcome, but not required. The Legislative Action board member is put on the mailing list for Council level & state level PTSA notifications about legislative issues. Whatever they receive, they would brief the rest of the board at a board meeting.</p>
Emergency Prep.	<p>Emergency Prep board member works with the Vice Principal at Mead to make sure supplies are updated. They are invited to LW Council PTSA meetings to find out about emergency preparedness at other schools across the district.</p>
Co-Membership	<p>Membership is often shared between 2 people. One person might be the member who goes to community events with a table & a sign, talking to the school community about the PTSA. Usually, at a PTSA monthly board meeting, Membership will report to the group how many people among staff & families have joined the PTSA.</p>
Co-Membership	<p>The other membership person might specifically work on the back-end side of the job where they input data into the membership database. The overarching role of Membership is to try to increase membership in the PTSA across the school community. The goal is to help the school community understand why membership matters & what the PTSA does for the school. It is the kind of role that can be as much as a person wants to make of it. In the past, membership often came on handwritten forms where information would have to be manually input by the membership team into a database. Now, most membership is done online.</p>
Volunteer Coordinator	<p>The volunteer coordinator keeps a list of volunteers, usually obtained from the website. When volunteers are needed for any event, the Volunteer Coordinator works with the Chair of the event to fill any volunteer needs. The school staff will also approach the volunteer coordinator first if they need volunteers for anything.</p>

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Co-Fundraising	Fundraising is usually done as a team of two people. They work together to create ways for the PTSA to raise money. They can do passive fundraising like Amazon Smile or MOD pizza fundraisers. They can also organize active fundraising like the Walk-A-Thon, Read-A-Thon, an auction, or any of the other ways charities & schools usually fundraise.
Co-Fundraising	In the past, Mead has typically done fun runs for its main fundraising event of the year. Mead has also done successful Read-A-Thons & a very successful auction. The fundraising role is vital to the functioning of the PTSA because it is the number one method through which we have money to grant to the school. One of the PTSA's primary functions at Mead is to receive, review & approve teacher & staff grants for items that are outside the school's budget. We are also able to give every staff member annual funds for classroom purchases that would otherwise come out of their pockets. Fundraising is the thing that allows us to do what we do as a PTSA.
Communications - Website	Communication is usually split between a team of two. One person is responsible for updating the website. They are sent minutes, flyers, whatever information needs to go out to the community & they put it on the website. Handover from one communication director to another is essential for this role so that the new person learns how our website works & how information is uploaded.
Communications – Mustang report	Typically, the second Communication team member sends out the Mustang Report & also organizes for news to go out on the Facebook page.
Sustainability	Sustainability works with the school to find out ways to be more environmentally & sustainably minded at the school. This is another role where a person can make as much of the role as they would like. There is a LW Council level Sustainability Group that shares information about what schools across the district are doing to be more "green."
Diversity Equity & Inclusion (DEI)	Diversity Equity & Inclusion (DEI) is the newest board position. They work closely with the FACE team to engage our community across all demographics. They work with the school's DEI team to find out what the DEI needs are at the school. Their aim is to make sure all families & kids at the school feel included & like they have a part to play in the overall success of the school. There is a DEI group at the Council PTSA level with whom you liaise & find out what is happening across the district with DEI related initiatives. As a PTSA, we want everyone to feel like they can be a part of our work. DEI's mission is to ensure we are communicating in such a way as to represent & respect the diversity of our entire school community. Our goal is to be equitable & inclusive. The DEI board member is the person monitoring how effectively we are achieving these goals.