

Mead PTSA Board Job Descriptions

Board Position	Job Description
President/Co-President	<p>The president of the board works closely with the school principal, and with the vice- or co-president.</p> <ul style="list-style-type: none"> ● They will meet with the principal to discuss PTSA business, grants etc. ● They will usually attend the LW Council PTSA monthly meetings (although another executive board member can attend in their place if needed). These monthly meetings are very informative; they give a lot of information about what is happening at other schools and are worth attending. ● The executive board tends to meet each month to discuss the agenda in advance of the board and general membership meetings. ● They 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 they/the board wants to do in a school year. These priorities are usually set at the very start of the school year. At a minimum, the president runs 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 the board wants 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/classes taken. <p>If there are two co-presidents rather than a president and a vice president, they will need to decide how they handle the vice president responsibilities.</p>
Vice President	<ul style="list-style-type: none"> ● Technically, the vice president 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 if needed. ● Again, much like the president role, much of the work of the vice president is dependent on what they feel like they have time for, what the board wants to do in a year & how involved the vice president wants to get (as opposed to delegating). ● The vice president and president usually take turns attending the LW Council PTSA monthly meetings. These are very informative; they give a lot of information about what is happening at other schools and 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. ● As an executive board member, the VP is required to also complete PTSA training.

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<p>Treasurer</p>	<p>The treasurer attends the monthly board of directors meetings (held on a Thursday evening), runs monthly financial reports, and creates the annual budget. The treasurer receives reimbursement forms & writes reimbursement checks, which are also signed by the President or VP. The treasurer will receive a thorough handover from the current treasurer. The PTSA operates as a 501c charity, so there are certain filings for the state that must be done on an annual basis. The PTSA's taxes are 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 (audit) team in fulfilling their work. The treasurer also must complete an approved PTSA training session.</p> <p>The next treasurer will need to, among other things, attend council training (preferably in the Summer before school), attend all BOD meetings (about 9 in all), prepare reconciliation and treasurer reports every month and present a summary of financial matters at BOD meetings, be on hand to pick up and deposit cash/checks during fundraisers (both at the big one in Fall and the Used Book Fair plus any targeted once planned for in the year), write checks, record, and keep track of grants, scholarships, and reimbursements. All of these tasks and more are outlined by month in the Treasurer binder. Time commitment ranges from 1-4 hours per week, depending on the week. This person needs to work closely with the office manager, executive board, and should have knowledge of how the PTSA runs.</p>
<p>Secretary</p>	<p>This role 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. The time commitment varies from month to month and much of it can be fitted in around your schedule.</p> <p>The Secretary</p> <ul style="list-style-type: none"> ● takes minutes at the board and general membership meetings (monthly Thursday evening commitment) ● helps prepare the agenda ● circulates documents to the board/general membership ● sends reminders for meetings (and reminders for tasks if needed) ● controls access to documents and e-mail accounts ● checks that the PTSA Standards of Affiliation are complied with ● signs monthly reconciliation reports after double-checking them with bank statements (and will review the treasurer report) ● maintains the secretary's binder (standing rules, minutes & other PTSA related material that are needed in any given year and submits this to the audit committee once a year. ● helps draft policy documents/guidelines ● attends exec board discussions if needed and provides other support as required to the board and exec board ● shares the responsibility of taking turns to attend the monthly LW Council PTSA meeting

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	<ul style="list-style-type: none"> oversees the Nominating Committee portion of the PTSA (does not have to be on the Nominating Committee (but often will be). The Nominating Committee consists of 3 people who work together to make sure there is an executive board in place for the following school year, and helps fill other board/committee vacancies.
Co-FACE (x2)	FACE stands for Family & Community Engagement. Normally, a team of 2 co-chairs work together to put on events & do activities that engage the entire school community. They do the fun stuff like organizing the ice-cream social, the gingerbread house making evening, the pumpkin carving contest, and the Mariners family night. In the past, FACE has also done things to help bring the school community together e.g. creating a "teacher spotlight" in the Mustang Report to help families get to know the staff at the school! 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 as "Co-FACE." Again, the role is entirely what a person makes it. You can always do more!
Legislative Action/Advocacy	The Legislative Action board member mostly liaises with council & state level PTSA to find out what is happening in Olympia on bills & legislation that affects 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.
Emergency Prep.	Emergency Prep board member works with the Vice Principal at Mead to make sure supplies are updated. The role includes reviewing and cataloging our emergency supplies and managing the budget to purchase new items needed. They are invited to LW Council PTSA meetings to find out about emergency preparedness at other schools across the district.
Co-Membership (people facing)	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. Start planning summer and reach out to incoming Kindergarten parents (especially at Mini-Mustang events).
Co-Membership (database)	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.
Volunteer Coordinator (x2)	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.

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Co-Fundraising (x2)	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. 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. The communication officer also creates event registration and product pages, fields queries relating to the website, email server, membership, and PTSA events.
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. Accepts announcements from rest of the BOD and event chairs and puts them in Monday Mustang Report. User of Constant contact platform. Post on social media (FB, IG): create posts and events for PTSA/Mead activities. Per request, create Canva templates – has access to Canva. Post LWSD, LWSF, WSPTA information as warranted.
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.