

Board of Directors Position Roles & Responsibilities

The Ella Baker Elementary PTSA (EBE PTSA) Board of Directors is made up of the Executive Committee and Director positions. Per the EBE PTSA Standing Rules, Executive Committee members are elected by the general membership each year and the directors are appointed by the Board of Directors.

Board of Directors Position Roles & Responsibilities

PRESIDENT

Qualities: Conscientious, highly organized, good listener, ability to delegate, energetic, good communicator, knowledgeable about the PTSA and school, team player

Role & Responsibilities:

- Role may be shared with a Co-President
- Oversee all areas of the organization:
 - Organize and schedule, with input, monthly Board of Directors and General Membership meetings
 - Schedule Executive Committee meetings when necessary
 - Preside at all Board of Directors and General Membership meetings
 - Support officer and committee chairs
- Represent Ella Baker PTSA:
 - Attend or send a representative to monthly LWPTSA Council meetings, Board of Directors, General Membership and Executive Committee meetings
 - Attend PTA seminars and/or workshops (about 2-3 each year)
- Attend all monthly Board of Directors, General Membership and Executive Committee meetings
- Meet regularly with principal
- With the Secretary, keep the Policies and Procedures notebook updated
- 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.)
- Oversee selected committees
- Review and understand 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.

Board of Directors Position Roles & Responsibilities

SECRETARY

Qualities: Well-organized, reliable, comfortable with MS software including Word, Excel & Powerpoint

Role & 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
- Assist in production of Student Directory, as needed
- 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.)
- Oversee selected Membership & Student Directory
- Review and understand 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.

Board of Directors Position Roles & Responsibilities

TREASURER

Qualities: Well organized, conscientious, financially responsible, and comfortable with software programs including Quicken, Excel and Word

Role & 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
- Review and understand 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.

Board of Directors Position Roles & Responsibilities

VICE PRESIDENT(S) COMMUNICATIONS

Qualities: Have solid communications and marketing skills, ability to write and edit; comfortable using software, graphic design and web-based programs, good people skills and ability to oversee small group of communications volunteers

Role & Responsibilities:

- Role may be shared with a Co-Vice President of Communications
- Attend all monthly Board of Directors, General Membership and Executive Committee meetings
- Oversee all aspects of communication tools for the PTSA including 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
- Design, format and edit information or materials using various communication tools
- Adhere to a set schedule and recognize-the need to be both timely and accurate
- Review and understand 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.

Board of Directors Position Roles & Responsibilities

VICE PRESIDENT(S) OF FUNDRAISING

Qualities: Motivated, energetic, enthusiastic person, willing to be informed on non-profit fundraising guidelines, comfortable asking donors and seeking donations, and a good communicator

Role & Responsibilities:

- Role may be shared with a Co-Vice President of Fundraising - works well as various fundraising activities can overlap during the school year
- Attend all monthly Board of Directors, General Membership and Executive Committee meetings
- Propose and plan various fundraising and community events to meet budget requirements that are agreed upon by the Executive Committee
- Oversee committees related to fundraising events
- Review and understand 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.

Board of Directors Position Roles & Responsibilities

VICE PRESIDENT OF ENRICHMENT (BEFORE/AFTER SCHOOL)

Qualities: Enthusiasm for the enrichments program, energetic, detail oriented, conscientious, maintain program awareness, ability to network and delegate

Role & Responsibilities:

- Attend all monthly Board of Directors, General Membership and Executive Committee meetings
- Work with the YMCA to recommend morning and afternoon enrichment programs
- Work with school staff to allocate space for enrichment classes
- Promote classes through the newsletter, on PTSA Website, or other means as necessary
- Work with the YMCA to oversee registration and create rosters for school staff
- Ensure the presence of a chaperone at each class meeting for non YMCA coordinated programs
- Manage communications with vendors, parents and volunteers
- Support chairpersons for events associated with enrichment
- Maintains and updates committee chair notebooks and/or How-To manuals for coordinating before school enrichment programs
- Review and understand 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.

Board of Directors Position Roles & Responsibilities

VICE PRESIDENT OF ENRICHMENT (DURING SCHOOL)

Qualities: Enthusiasm for the enrichments program, energetic, conscientious, ability to maintain program awareness, ability to network and delegate

Role & Responsibilities:

- Attend all monthly Board of Directors, General Membership and Executive Committee meetings
- Oversee programs that occur during the school day, such as the art docent program, art reflections, math and literacy programs, changemaker projects
- 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
- Review and understand 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.

Board of Directors Position Roles & Responsibilities

VICE PRESIDENT(S) FAMILY AND COMMUNITY EVENTS

Qualities: Organized, conscientious, able to maintain and communicate regarding event awareness, able to network and delegate

Role & Responsibilities:

- Role may be shared with Co-Vice President of Community Events
- Attend all monthly Board of Directors, General Membership, and Executive Committee meeting
- Oversee programs and events that build community including the Back to School Bash, STEAM Night, International Night, PJ Storytime and Math Night
- Evaluate and propose community building events/programs to the Board of Directors
- Plan the Parent Coffee Welcome Back event held on the first week of school
- Identifies chairperson(s) for all community engagement events/programs and support them as necessary
- Shall fulfill the responsibilities if an event/program chair is not found and the Board of Directors deems the event/program vital to maintain
- Submits Advisory Committee and Room Use forms as needed
- Promotes events via the e-newsletter, school announcements and creating and hanging signage for events
- Maintains and updates committee chair notebooks and/or How-To manuals for Community Engagement Committees/Programs and for VP Community Engagement
- Review and understand 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.

Board of Directors Position Roles & Responsibilities

Director of Volunteers

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

Role & Responsibilities:

- Role may be shared with a Co-Director of Volunteers
- Attend all monthly Board of Directors and General Membership meetings
- Maintain current report of committee chair openings/volunteer needs to share at monthly meetings; post openings in newsletter as needed
- Schedule, plan and execute staff appreciation meals and National Staff Appreciation Week activities
- 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 Director of Volunteers on the Organization Chart

Board of Directors Position Roles & Responsibilities

Director of Advocacy

Qualities: Interest in political, legislative, news information and student advocacy and needs; good communicator

Role & Responsibilities:

- Attend all monthly Board of Directors and General Membership meetings
 - Work with the school to assist with snack, pantry pack, clothing/supply drives as needed
 - Work with the school to determine and support needs for special services, family assistance and needs
 - Oversee and support the Diversity, Equity & Inclusion (DEI) Chair, Special Education Chair, Sustainability Chair and Green Team
 - Coordinate any family food and item drives or donations
 - Keep PTSA members informed of the legislative issues that the local, state and national PTA has adopted. Attend Legislative Assembly, Focus Day and other Legislative conferences in Washington
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