The Ella Baker Elementary PTSA (EBE PTSA) Board of Directors is made up of the President, Secretary, and Treasurer, and may also include VP(s) of Communications, Community Events, Enrichment, Volunteers, and Advocacy, Per the EBE PTSA Standing Rules, all board members are on the Executive Committee and all are elected by the general membership each year.

**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
	+ 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, and General Membership
	+ Attend PTA seminars and/or workshops
* Attend all monthly Board of Directors and General Membership
* Meet regularly with principal
* With the Secretary, keep the Policies and Procedures notebook updated
* Reevaluate annual budget and standing rules each year
* Plan events and activities withVPs (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.

**SECRETARY**

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

**Role & Responsibilities:**

* Attend all monthly Board of Directors and General Membership 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
* Oversee Membership & Family 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.
* Note taking and publish notes
* Assist President in making agenda and slides for meetings
* Input and track new members in Member Planet and on EBE PTSA website. Field questions from community about membership
* Update grades of students each summer
* Track training of all Board members

**TREASURER**

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

**Role & Responsibilities:**

* Attend all monthly Board of Directors and General Membership meetings
* Prepare monthly Treasurer's Report showing income and expenses compared to budgeted amounts
* Reconcile monthly bank statements
* Make deposits and write checks
* Review and respond to requests for reimbursement from EBE staff and volunteers.
* Prepare various state and federal reports including corporate annual report and charitable organization registration.
* Update legal documents and file auditing and taxes reports including Form 990 and Form 1099 (if applicable).
* With President(s), oversee budget process and repare 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
* Purchase and maintain insurance
* Pay invoices
* 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.

**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 and General Membership meetings
* Oversee all aspects of communication tools for the PTSA including Newsletter, Facebook, Instagram and the PTSA website, and the yearbook, and potentially the Reader Board.
* Oversee any Communications committee chairs such as Webmaster, Newsletter Editors, and/or Social Media chairs.
* Maintain the 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.

**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 and General Membership meetings
* Propose and plan various fundraising and community events to meet budget requirements.
* Oversee committees related to fundraising events
* Review and understand ethics policy
* Coordinate spiritwear sales
* Coordinate school photo days
* 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.

**VICE PRESIDENT OF ENRICHMENT**

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

**Role & Responsibilities:**

* Role may be shared with a Co-Vice President of Enrichment
* Attend all monthly Board of Directors and General Membership meetings
* Oversee all PTSA sponsored enrichment programs, including before, after and during school.
	1. During school enrichment programs include the art docent program. Additional support, outside of PTSA Funding, can be provided for service learning/changemaker projects, assemblies, fieldtrips, student clubs, garden and STEAM programs.
	2. After-school enrichment programs include Reflections and vendor- or community- led classes such as Theatre, Spelling Bee, Math Challenge, and more.
* Identify, contract with, and communicate with before/after school enrichment vendors to provide classes at EBE.
* Communicate with school office staff and Presidents regarding the calendar, building use, and other issues as needed and as they relate to enrichment programs
* Promote classes through the newsletter, on PTSA Website, or other means as necessary
* Coordinate and manage registration for enrichment classes.
* Ensure the presence of a chaperone at each class meeting 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.

**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 and General Membership meetings. Oversee programs and events that build community. Past events have included: Back to School Bash/Community Service Night, STEAM Night, International Night, PJ Storytime, Math Night, Game Night and the Carnival/End of Year Celebration.
* Evaluate and propose community building events/programs to the Board of Directors
* Help plan smaller events throughout the year such as the Parent Coffee Welcome Back event (Boo Hoo Woo Hoo) held on the first week of school and PTSA welcome tables at events such as Meet and Greet, kinderarten registration, and Step Up Day.
* 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 Room Use forms as needed
* Works with Communications VP to promote events via the e-newsletter, school announcements and creating and hanging signage for events
* Works with Volunteers VP to find and manage volunteers 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.

**VICE PRESIDENT(S) 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
* Create online Sign up Genius pages for PTSA events as requested by other VPs.
* Attend Open House in August (displaying sign-up sheets for all committees available for parents)
* Identify chairperson{s) to coordinate committees and support them as needed
* Recognize committee chairs and/or volunteers by thanking them after volunteer events.
* Chair Awards Committee in the Spring and attend/assist with annual Volunteer Celebration hosted by EBE.
* Review annual budget with committee chairs listed under Director of Volunteers on the Organization Chart

**VICE PRESIDENT(S) 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 legislative Chair, Emergency Prep Chair, Diversity Equity & Inclusion (DEI) Chair, Special Education Chair, Sustainability Chair
* 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