

Board and Committee Positions and Job Descriptions

President – Responsible for leading PTA toward specific goals chosen by its members. Creates agendas for and is presiding officer at Board and Association Meetings.

Secretary – Keep an accurate, concise, permanent record of proceedings at all PTA Board and Association Meetings.

Treasurer – Is the authorized custodian of all funds of the PTA. Duties include keeping financial records and preparing reports to comply with State PTA policies as well as local, state and Federal laws.

- Assure all PTA funds are promptly deposited into our bank account (Bank of America).
- Pay all authorized financial obligations of the PTA. We use checks only. All checks must be signed by Treasurer and one other authorized signer (usually the President).
- Keep an accurate and detailed account of all funds received and disbursed. We use the online application *Money Minder*.
- Preserve all receipts, invoices, bank statements, cancelled checks, and other financial records as specified in the records retention timetable.
- Submit a detailed, written monthly financial report at each meeting of the PTA membership and each meeting of the board of directors (reports easily generated through Money Minder).
- Submit written reports by mail or email to the board during months when no meetings are held.
- Assure that appropriate and adequate insurance is purchased for the PTA (yearly renewal).
- Prepare and file the appropriate federal tax forms (990EZ), annual incorporation renewal report, and charitable organization report in a timely manner.
- Develop and present, with the support of the budget committee, the budget for the following year.
- Submit an annual report at the end of the fiscal year (June 30).
- Prepare for mid-year and end of year financial review audits.
- Attend one region or state training, workshop or convention per year.

Vice-President – Assist president as needed. Conduct board meetings when President is unavailable. Attend all board meetings, where possible. Monthly, open and review bank statements sent to the Treasurer, sign and date.

Ways and Means Chair - Responsible for working with Treasurer and President to raise the amount needed to meet the proposed unit budget. Pass the Hat has traditionally been the primary fundraiser.

Membership Committee – Promote PTSA Membership by including Membership Forms in Prep Day Packets and handing them out at School events especially Curriculum Night. Check PTSA box and Process Applications by entering data into “Our School Pages” via the PTSA website. Upload data to PTAVenue (WA state PTA database) from “Our School Pages”. Update and print spreadsheet for applications and coordinate with Treasurer so all checks are deposited in a timely manner. Answer and research Membership related questions. Send out emails to current PTSA members if requested. Communicate and report efforts to PTSA.

Financial Review Lead – Lead a committee of 3-5 PTSA members appointed by the President. Conduct one mid-year review (Jan/Feb) and another at the close of the fiscal year (June 30). The committee reviews treasurer’s documents, records, and reports and completes the LWPTSA financial review form. The form and recommendations are reported to the PTSA board at the following board meeting.

Volunteer Coordinator - Recruit and Coordinate Volunteers to help support school activities and events. Maintain "Signupgenius" account and database and Volunteer Coordinator email. Send out requests via "Signupgenius", PTSA Web page and Facebook page, PTSA Monthly newsletter (Town Crier). Communicate and report efforts to PTSA. Most Work is split between at home computer time responding to emails and creating and sending out sign ups, and the rest of the time is attending what events you can and coordinating our volunteer efforts. Attendance at events is not required but it is helpful. Smile & thank our wonderful volunteers!

Recruit Volunteers for the following Activities:

- School Prep Days- Packet Stuffing and help during Prep Day times (late August)
- Hand out Schedules on first day of school
- Laptop Rollout first week of school
- Curriculum Night and Pass the Hat Fundraiser
- PSAT Testing support for teachers and students
- Dance Chaperones for Homecoming and TOLO
- Blood Drives to supervise & reassure students twice a year
- Supervise Service Projects (Honor Society Adopt a Road), School Clean Up (Rebel Pride Day)
- Refreshments for Senior Awards Night
- Laptop Roll in
- Senior Graduation Ceremony Preparations
- Respond to any other requests for volunteers by PTSA or JHS staff or student leaders.

Scholarship Chair - Review and update JHS PTSA Scholarship Application form then coordinate with the JHS Counseling office for advertisement and collection of applications. Recruit committee members and oversee distribution of applications for review/ranking and in-person meeting to make decisions. Notify Counseling office of final decisions, notify students, and print certificates.

Teacher Grants - Help evaluate teacher grant requests (2-3 times during the school year) and work with the grants committee to make a recommendation to the general PTSA to vote on. This is a fun way to find out about new projects and help launch them within the JHS community.

Staff Appreciation – Small, monthly recognition of staff. One week in May of appreciation.

Monthly examples:

- Apples and caramel dip in September
- Fortune Cookies in staff lounge during Chinese New Year.
- Veggies and dip during the Superbowl
- Staff Week in May examples:
 - Check out Pinterest themes!
 - Springtime in Paris (croissants one day, flowers another etc.)

This year to theme is Under Construction ... yellow construction hats filled with veggie straws as "wood planks". Yellow toy dump truck filled with mini chocolate donuts as "spare tires", etc.

In December I usually decorate the staff lounge in white lights and snowflakes and celebrate the beauty of winter.

Nothing is set in stone. Make the committee your own! The staff appreciate Everything!

College Outreach - Committee consists of 2-3 people. Tasks include:

- Coordinating with The Princeton Review to present no-fear practice ACT and SAT exams a total of 4 times per school year. Each practice exam consists of 5 hours on a Saturday morning during the exam (includes providing extra pencils and maybe a snack), and a 1 hour evening follow-up for The Princeton Review to discuss the scores and exam approaches.
- Keeping track of the students who sign up for the exams and sending the list of students for each exam to The Princeton Review so that they can send the test results to the student.
- Contacting college information vendors to arrange for information that may be useful for college-bound students to be presented to students and parents (e.g., testing guidance, application process, where to look for and how to apply for scholarships, etc.). These events usually happen after a PTSA meeting.
- Filling out the JHS room request form and working with JHS to schedule rooms for these events and practice tests.
- Verifying that the school and the room will be open the week before the Saturday practice exams.
- Sending information on practice exams and information events to the person in charge of the JHS Facebook page, Town Crier, and web page so it can be publicized.
- Posting information about the practice exams and information events around the school
- If other general college information is available (e.g., Seattle College Fair), disseminate that information too.

Emergency Prep Chair— PTA Emergency Preparedness Chairs support schools and staff in preparing for emergencies and disasters by primarily managing school emergency supplies and secondarily conducting preparedness education and facilitating drills. The Chair does this by building a relationship with the school principal or designated Vice Principal in charge of school security.

Town Crier editor – Assemble and publish the Town Crier newsletter each month. Involves emailing appropriate staff and committee members for article submissions, then putting together the newsletter using Constant Contact. Newsletter is distributed to Juanita parents and staff using Constant Contact's email scheduling service. Yearly tasks include assembling the contact list of all Juanita student families (usually around October) and paying the annual fee for Constant Contact (reimbursed by PTSA).

JHSPTSA Facebook liaison - A great position for someone that is unable to make it to meetings and still wants to be in the loop. Get school and PTSA events advertised about two weeks in advance, with a reminder a day or two before. Point volunteers to opportunities. Thank above volunteers after the fact. (note: if Volunteer Coordinator is on FB, they can manage this). Point out easy fundraising opportunities about every three months (Direct donations, Amazon smile, Fred Meyers, etc.). Brag about our school/PTSA/events when appropriate. Share information from the community that may be of value.

How I get this information:

- Emailed directly from event coordinator
- sign up for newsletters and post anything I find of value
- "Like" other school and community Facebook pages and share posts that may be of interest

Web Administrator – Maintain JHS PTSA website with up to date information and announcements. Create packets for online sales items, publish announcements, maintain menus, forms, and documents, post monthly minutes, and generate reports as needed. Annually, renew user licenses with Dreamhost and Our School Pages. Respond to member questions sent via webpage Contact Us form.