

PTSA Overview of Responsibilities

Executive Board members

All Executive Board members:

- Be a current member of the WMS PTSA.
 - This is necessary for the PTSA umbrella insurance to bind.
- Attend all monthly PTSA Board meetings and quarterly PTSA general meetings.
- Read all draft meeting minutes and inform secretary of revisions within one week.
- Read all final meeting minutes and be prepared to vote on their acceptance at the next board meeting
- Support the mission of the WMS PTSA.
- Be fiscally responsible and mindful of volunteer time.
- Attend training as needed to fully understand and be able to implement your PTSA responsibilities and standing rules.
- Day One committee member
- Fulfill all the responsibilities of your position in a timely fashion.

President(s):

- Oversee the smooth operation of all PTSA outreach and organization.
- Present an agenda to all board members in advance of all monthly board meetings.
- Run all board meetings in an orderly and timely manner.
- Schedule, publicize and run at least 3 general membership meetings each year (WSPTSA requirement for good standing).
- Write PTSA article for all PawPrints newsletters except January's Auction issue.
- Establish relationship and maintain communication with WMS Principal, Staff and administration.

- Be accessible and available to WMS students, families and staff.
- Authorized check signer.
- Budget Committee member.
- Compile and store a complete file snapshot of PTSA forms, and documents in the PTSA file cabinet by 25-Jun.

Secretary:

- Record minutes of each board meeting and each general meeting including any interim business conducted between meetings.
- Within one week of meeting, distribute draft minutes and Action Items to all board members.
- Review/follow-up on Action Items from previous meeting and ensure minutes are approved by the board at the next available board meeting.
- Send approved minutes to all board members (including treasurer for their records book), other attendees, and webmaster for posting on WMS web site.
- Lead review and update of the overview document as necessary.
- Maintain Secretary's copy of legal documents notebook.

Treasurer:

- Manage WMS PTSA funds
- Deposit and disburse money according to WMS PTSA Standing Rules and WA State PTA By-laws
- Keep detailed financial records
- Prepare and present monthly reports of actual vs. budgeted income and expenses
- Provide recommendations on spend rates and cash reserve guidelines
- Provide historical financial information to support financial decision making by the Board

- Ensure that new or revised budgets are approved by the board and then the general membership
- Participate in annual financial audit as the committee chair for the year prior to service and by being available for questions for current year
- Effectively transition the duties and inner-workings of your role to the new school year owner if applicable

Finance Chair

- Oversees Committee which includes Annual Fund, Auction Team, Opportunity Grants and Budget Committee
- Manages the oversight of allocating, accounting and communicating PTSA fund investments
- Responsible for reporting out to the Board on the outcomes and goals related to PTSA investments
- Ensures proactive and timely budget related outreach and communications to Principal, Staff and Administration as it relates to PTSA funds (in partnership with individual committee members)

Outreach Chair:

- Oversees Committee which includes Volunteer Coordinator, Elementary and High School Information Nights, Legislative Chair/PTSA Membership and Building Leadership Team (BLT)
- Ensures the effective strategy and execution of all PTSA outreach efforts. Outreach is defined as outreach to the non-WMS communities including the District, neighborhoods, and feeder schools.
- Create a volunteerism goal and strategy
- Works towards increasing parent volunteerism and involvement

Communications Chair:

- Oversees Committee which includes PawPrints, Junior Husky Happenings, PTSA Web Site, Day One Packets and Bulletin Board
- Define audience and goals of all PTSA communication channels: Jr Husky Happenings, PawPrints, Website and bulletin board.
- Coordinate communications of all of channels throughout the year.
- Work with WMS administration, faculty and staff to ensure effective and timely information flow between the school and the PTSA board and membership.
- Oversee production and dissemination of all communication.
- Oversee timely updates of WMS 101 document, as necessary.

Events Chair

- Oversees Committee which includes Wallapalooza, Science Fair, The Bite, Ice Cream Social, 8th Grade Promotion, and New Family Welcome Tea
- Ensures effective and timely communication and outreach to promote strong connections with teacher, administration and parent communities for successful events
- Creates a strong community-oriented environment through student/family outreach activities
- Creates a bridge between PTSA and teacher, administration and student/family communities

Special Projects Chair

- Oversees Committee which includes Staff Appreciation, School Tours, Ski Bus, Grounds, Student Directory and Picture Day
- Coordinates one-off events to support the school and student body

PTSA Committee Chair

All Committee Chairs

- Be a current member of the WMS PTSA. This is necessary for the PTSA umbrella insurance to bind
- Support the mission of the WMS PTSA
- Be fiscally responsible and mindful of volunteer time
- Present to PTSA Board if/when requested; provide the results of your efforts and PTSA investments to your Chair
- Make recommendations to the Board and/or your Chair about appropriate changes in funding levels or execution
- Request reimbursement for expenses as they accrue
- Submit reconciled records to the treasurer(s) no later than 25-Jun
- Fulfill all the responsibilities of your position in a timely fashion
- Serve as Day One committee member

Annual Fund (2+ members)

- Update Annual Fund letter and email to Day One organizer to be added to back to school packets (Aug)
- Design a campaign theme

- Develop, print and mail Annual Fund solicitation letter and donation form in fall (by Nov 1).
- Develop second mailing for early December and an additional email letter for prior to January 1, promoting tax benefit.
- Create a matching group that will donate \$20 to \$30K
- Promote program using all appropriate communications vehicles including PawPrints and Jr Husky Happenings
- Collect and record into Little Green Light all donations received.
- Deliver all received donations to Treasurer within two weeks of receipt. Provide periodic status update to Finance Chair and/or PTSA board.
- Send acknowledgement / thanks to donors within two weeks of receipt of donation.
- Keep working until you make your goal, which should be higher than the previous year's goal!
- Ensure Annual Fund notebook is updated and handed off and effectively transition the duties and inner-workings of your role to the new school year owner if applicable

Auction Team (5+ members)

- Schedule, plan and manage annual fundraising event (traditionally an auction held in March).
- Recruit and coordinate subcommittee chairs for
 - Procurement (Inventory)
 - Setup/Cleanup
 - Food
 - Decorations
 - Publicity & Communication
 - Reservations
 - Video
 - Others as needed
- During Auction "season," provide updates to Finance Chair and/or Board

- Work with Treasurer to reconcile event finances and submit the required reports before auction software access is shut down.
- Ensure Auction notebook is handed off to new chair and effectively transition the duties and inner-workings of your role to the new school year owner if applicable

Opportunity Grants Coordinator

- Update Opportunity Grant request form for current year, stock office, email to staff and send to webmaster
- Create communication plan for ensuring administration and staff are aware of OG funds
- Facilitate and maintain records of all Opportunity Grant requests
- Provide recommendation to fund, partially fund or deny grants (including budget line item, either Opportunity Grants or Artist in Residence) to President(s), Finance Chair and Principal prior to Board meetings.
- Present Grant proposals and recommendations prior to board meetings and make facilitate Q&A during Board mtgs; For any grant request below \$500, Opportunity Grant Coordinator may approve without full Board vote
- Work with Opportunity Grant recipients to understand the results and impact impact of OG investments and report back to the Board
- Partner with treasurers to keep current status on funds allocations and disbursements.
- Close out the grant program when the funds are depleted or April 1, whichever is earlier and provide reconciled records to Treasurers before May 1.
- Lead the annual revision to standing rules and ensure they are approved by the general membership as required by the State PTSA.
- Effectively transition the duties and inner-workings of your role to the new school year owner if applicable

Ad Hoc Fundraising

- Coordinate and communicate On-line merchant matching (Amazon, etc.)
- Coordinate and communicate E-scrip participation, Box Tops for Education, etc
- Liaison Franz Bakery participation
- Provide Finance Chair and Treasurers with monthly updates to support treasury reports given at board meetings.
- Pursue and promote additional ad hoc fundraising opportunities.
- Effectively transition the duties and inner-workings of your role to the new school year owner if applicable

Budget Committee Lead

- Lead annual budget preparation process in Feb/Mar, with draft budget for presentation to general membership in Apr/May
- Recruit Budget Committee members
- Evaluate current school year PTSA spend:
 - Communicate with PTSA Board, Principal, Administration and Staff to determine what budget changes may be required for following school year
 - With committee, understand the effectiveness of spend to determine appropriate changes in funding levels
- Effectively transition the duties and inner-workings of your role to the new school year owner if applicable

Volunteer Coordinator

- Day One committee member
 - Prepare volunteer sign-up form online and hard copy for First-Day packet
 - Collect completed volunteer forms from First-Day packets.
- Create infrastructure for online volunteer sign ups - Volunteersignup.org

- Recruit and coordinate volunteers for PTSA-sponsored and supported events in a timely manner, communicating with the event coordinators as necessary.
- Effectively transition the duties and inner-workings of your role to the new school year owner if applicable

Elementary School Information Night

- Outreach to feeder elementary schools (primarily getting the word out about tours and transition night, also take some accelerated learning FAQ sheets to the private schools nearby)
- Informs and builds awareness within the neighboring Elementary School communities
- Effectively transition the duties and inner-workings of your role to the new school year owner if applicable

High School Information Night

- Organize High School information events;
- Ensure event notebook is updated and handed off and effectively transition the duties and inner-workings of your role to the new school year owner if applicable

Legislative Chair/PTSA Membership

- Represent school by communicating WMS community's priorities at State, Region and Council PTSA legislative meetings and at annual WSPTA Legislative Assembly.
- Report Legislative issues monthly at PTSA Board meetings.
- Communicate legislative issues and news to WMS community via PawPrints newsletter, general meeting presentations and other means, as necessary.
- Receive and process annual PTSA membership registrations.
- Ensure three payment dates are easily met by providing deposits and remittance forms to Treasurers at or before the previous board meeting.

- Represent PTSA at school events during the year to inform about PTSA activities, opportunities for involvement, and to recruit new members.
- Provide membership records to Treasurers before May 1.
- Ensure Membership notebook is handed off to new chair and effectively transition the duties and inner-workings of your role to the new school year owner if applicable

Building Leadership Team (BLT) – 2 members

- Attend all bi-weekly BLT meetings
- Act as liaison between BLT & PTSA
- Provide monthly updates to Board BLT issues, discussions and decisions to PTSA board
- Effectively transition the duties and inner-workings of your role to the new school year owner if applicable

PawPrints (4 members)

- Maintain PawPrints publishing template
- Solicit timely contributions of content quarterly
- Collect, edit and format content
- Manage PawPrints contributions and editors
- Send publication to PTSA President(s), WMS Principal and contributors to proof read before printing
- Send to printer with sufficient lead time for in-home delivery quarterly
- Send to WMS Webmaster for posting
- Send to Communications Coordinator for email distribution.
- Ensure Editor notebook is updated and handed off and effectively transition the duties and inner-workings of your role to the new school year owner if applicable

Junior Husky Happenings (1+ member)

- Solicit brief, often time-sensitive announcements from WMS parents, students and staff for bi-weekly publication
- Compile summary of announcements
- Have bi-weekly publications proof read by PTSA President(s) and/or WMS Principal before emailing.
- Maintain email contact list and ensure integrity of the database and distribution technology
- Send to Webmaster for posting
- Ensure JHH notebook is updated and handed off and effectively transition the duties and inner-workings of your role to and de new school year owner if applicable

PTSA Web Site

- Maintain WMS website to ensure working web links, current information
- Post information as requested by members of WMS community
- Remove / archive outdated materials.
- Ensure Webmaster notebook is updated and handed off and effectively transition the duties and inner-workings of your role to the new school year owner if applicable

Day One Coordinator

- Solicit updated copies of all PTSA documents to be included in packets (Aug) - from whom – ask Fiona
- Purchase colored copy paper and make 1300 copies of each document using WMS copiers, coordinating usage with WMS staff.
- Organize volunteers to assemble packets (week before school), hand out schedules on first day of school and deliver packets to classrooms (first Friday of school)

- Provide PTSA membership sign up opportunity including committee opportunities
- Collect email addresses from parents on first day
- Pass out PTSA information on first day
- Ensure Day One notebook is updated and handed off and effectively transition the duties and inner-workings of your role to the new school year owner if applicable

Bulletin Board

- Keep the WMSPTSA bulletin board, located in the WMS main entrance, up to date.
- Coordinate with teachers for PTSA sponsored events
- Effectively transition the duties and inner-workings of your role to the new school year owner if applicable

Wallapalooza

- Act as single point of contact to LA/SS Department Head to understand needs
- Proactively communicate with teaching staff to understand objectives and how PTSA can be involved
- Work with volunteer coordinator to staff appropriately
- Report back to Events Chair and/or Board on outcomes and impact
- Effectively transition the duties and inner-workings of your role to the new school year owner if applicable

The Bite

- Lead the Bite of Washington Event in September with team including expanded food options
- Work with the Families and Education Outreach (FEAT) group to coordinate community involvement

- Ensure event notebook is updated and handed off and effectively transition the duties and inner-workings of your role to the new school year owner if applicable

Ice Cream Social

- Organize New student Ice-Cream Social shortly in August prior to school starting
- Ensure event notebook is updated and handed off and effectively transition the duties and inner-workings of your role to the new school year owner if applicable

Science Fair

- Act as single point of contact to Science Department Head to understand needs
- Proactively communicate with teaching staff to understand objectives and how PTSA can be involved
- Work with volunteer coordinator to staff appropriately
- Report back to Events Chair and/or Board on outcomes and impact
- Effectively transition the duties and inner-workings of your role to the new school year owner if applicable

8th Grade Promotion

- Oversee 8th grade promotion and reception
- Organize promotion speaker
- Ensure promotion notebook(s) are updated and handed off and effectively transition the duties and inner-workings of your role to the new school year owner if applicable

New Family Welcome Tea

- Organize refreshments hour for parents (especially 6th grade) on first day
- Coordinate WMS 101 during the First Day, given by the Principal and co-Presidents

- Effectively transition the duties and inner-workings of your role to the new school year owner if applicable

Staff Appreciation

- Coordinate back to school treat bags for staff that include scrip for Bite of Washington (week before Bite)
- Coordinate staff dinner for Curriculum Night
- Coordinate staff lunch the early day and dinner the late day for Parent-Teacher Conferences
- Coordinate staff appreciation luncheon (and other activities as decided) during Teacher Appreciation Week (1st week of May)
- Ensure Staff Appreciation notebook is handed off to new chair and effectively transition the duties and inner-workings of your role to the new school year owner if applicable

School Tours

- Coordinate with Principal on the schedule
- Coordinate volunteers to serve as Tour Guides
- Update school maps and schedules as needed
- Effectively transition the duties and inner-workings of your role to the new school year owner if applicable

Ski Bus

- Work with Mohan and teacher coordinator to organize communication and sign up for ski bus
- Recruit parent chaperones
- Effectively transition the duties and inner-workings of your role to the new school year owner if applicable

Grounds

- Coordinate Grounds team for special beautification projects
- Work on building relationship with and outreach to community
- Maintain gardens with school district grounds team
- Effectively transition the duties and inner-workings of your role to the new school year owner if applicable

Student Directory

- Collect current names, emails and phone numbers from WMS families for inclusion in the online and hard copy student directory.
- Obtain permission from families for the use of their contact info.
- Design, print and distribute student directories in a timely fashion.
- Effectively transition the duties and inner-workings of your role to the new school year owner if applicable

Picture Day

- Coordinate with the picture company and school administration on picture taking days and times
- Recruit volunteers
- Effectively transition the duties and inner-workings of your role to the new school year owner if applicable.