



BOARD POSITIONS JOB RESPONSIBILITIES

EVERGREEN MIDDLE SCHOOL PTSA

ALL BOARD MEMBERS

All board members are expected the following:

- Attend monthly board meetings
- Attend quarterly membership meetings
- Attend events to represent the PTSA (Back to business, membership events, etc.)
- Attend one WSPTA approved training per year
- Attend one Council meeting per year
- Monitor and manage their budget areas, including signing reimbursement requests
- Monitor physical mailbox at the school
- Communicate to board, parents and staff as necessary, in a timely manner
- Maintain job descriptions of chairs and leads and help recruit for those positions; fulfill chair duties if there is no chair.

PRESIDENT 20 hours per month

WSPTA Official Job Duties

- Shall preside at all meetings
- Serve as spokesperson for the local unit
- Make appointments to positions and committees as designated in the standing rules, with approval of the executive committee, for a term of one (1) year
- Be an ex-officio member of all committees except the nominating committee and financial review committee
- Disseminate and communicate all information received pertinent to PTA/PTSA programs
- Perform all duties pertaining to the office such as those specified in these WSPTA Uniform Bylaws and the standing rules
- Send to the WSPTA Office the names and addresses of the newly elected officers for the upcoming year immediately upon election but no later than June 30th
- Participate in the election of the region director
- Assure local unit representation at council meetings if the local unit is a member of a council

Additional Duties

- Respond to emails from corporations, teachers and board members on a daily to weekly basis
- Assist in helping any chairs that need extra support in positions or positions that become vacant
- Produce a monthly agenda and committee reports for board meetings
- Attend weekly meetings with the principal and produce an agenda for that meeting
- Sign official/financial documents and checks
- Help school organize Back to Business event in August and Open House in June



- Ensure compliance with the law on nominating elected officers, standing rules and voting, approving the budget and standing rules, reviewing Standards of Affiliation with board and membership, electing Nominating Committee and appointing Financial Review Committee
- Attend the Founders Lunch in February with Principal in February
- Attend the President and Principal council meeting in September
- Help to ensure that all positions are supported

Estimated Time per month spent working on presidential duties: 20 hours a month

EXECUTIVE VICE PRESIDENT

Same duties as President/helps to support President

TREASURER 10-20 hours per month

WSPTA Official Job Duties

1. Serve as chair of the budget committee; present the budget to the membership; keep accurate records at all times; receive, issue receipts for, and deposit promptly in an authorized account all monies and disburse same according to the approved yearly budget.
2. Present a written financial report every month and such other times as required by the president; provide all financial records if requested by the president or board of directors; close the books on June 30 and submit the books and records for financial review to a financial review committee.
3. Perform such other duties as may be provided for in the standing rules.
4. Remit WSPTA and National PTA portions of the membership service fees to the WSPTA Office no later than the specified postmark deadline dates.

Additional Duties

- Write checks
- Handle receipts and bank deposits
- Maintain files and legal records (to be used for Financial Review)
- Book-keeping
- Provide monthly financial statements and treasurer reports
- Manage annual budgeting process
- Oversee Financial Review process
- Review Insurance Policy with board and renew by November, due 12/1
- Coordinate federal tax filing, due Nov 15
- Government reporting (Gambling License, Resellers Permit, Benevity certification, 1099s, State Tax filing, corporate renewal, Charitable Solicitations renewal due 5/31)
- Provide cash for cash boxes/events (theater, dances, other events that sell concessions)
- Send out donation letters to anyone donating \$250 or greater



SECRETARY 4 hours per month

WSPTA Official Job Duties

1. Keep accurate records of all
2. Notify the president of any unfinished business
3. Be responsible for correspondence as designated by the president
4. Shall maintain a current roster of all officers and board members and shall work with the membership chair to have a current membership list available for membership meetings.
5. Perform such other duties as provided for in the WSPTA Uniform Bylaws or local standing rules

Additional Duties

- Write meeting minutes and send out to board and or members for review prior to next meeting
- Bring sign in sheet and motion forms to meetings (for in person)
- Make copies of minutes, agenda, and committee reports for in person board meetings
- Send out any motions that need to be made outside of meetings; Add those motion votes as addendums to the meeting minutes
- Review and sign off on monthly financial statements
- Maintain Secretary's binder, which should include but not limited to meeting minutes, motion forms, attendance records and financial statements
- Attend a council meeting at least once per year and one WSPTA approved training

PROGRAMS 3-4 hours per week, spikes of 8-10 hours per week during registration

The Programs VP is responsible for establishing, coordinating and managing all before and after school programs offered at the school by the PTSA. Many of our programs require chairs/coaches to lead them in collaboration with the Programs VPs. The VP is responsible for recruiting Chairs/Coaches and ensuring that correct job descriptions are published using all communication channels in the following areas:

- National Reflections program, fall
- Robotics Club
- Science Club
- Math Club
- Theater, winter/spring
- Spelling Bee, winter

Duties include:

- Assist Chairs/Coaches in setting up online registration and creating fliers for print, email, and PeachJar
 - Advertise via newsletter, web site, Facebook
 - Work with treasurer to handle check payments and review/sign reimbursement forms for chairs
- Assist Chairs/Coaches in reserving space by completing building use forms
- Work with Chairs/Coaches to put together *Committee Plan of Action and Budget Request Forms*
- Coordinate with vendors to establish programs for the school year



- Obtain 1099 forms from independent contractors
- Make sure vendor invoices are accurate and paid timely
- Communicate with families about program enrollment and ensure that all parent volunteers meet requirements, including being an approved LWSD volunteer and PTSA member.

FUNDRAISING 3-6 hours per month

- Pass The Hat
- Shopping Partners and corporate matching (Amazon smile, Benevity, etc.)
- Brown Bear Car Wash tickets
- Special events

Special Fundraising Events

Coordinate special events such as restaurant nights and similar. These all require coordination with the provider and then publishing the event to the community via newsletter, website, Facebook, printed flyers and PeachJar.

COMMUNICATIONS 2-3 hours per week with spikes during Outreach events

The Communications VPs maintain the online tools needed for board members, chairs and PTSA volunteers to function efficiently. They also keep the community and school staff informed of everything the PTSA does.

Communication VPs manage a number of communication channels:

These include:

- Evergreenptsa.org domain and email
- Facebook page and parent group page
- PTSA Team SharePoint Site and shared calendar
- Weekly community newsletter, "The Eagle Express"

Duties include:

- Updating and maintaining the website, Evergreenptsa.org
 - Website should be refreshed in summer before the beginning of each school year, making sure all pages/links are still relevant and up to date, purging old accounts
 - Working with VPs and Chairs to create packets, articles, etc. as needed
- Recruiting and managing the Eagle Express Newsletter Editor
- Managing the SharePoint site, including creating emails for new board members, chairs and volunteers, deleting old accounts, etc.
- Managing the volunteer coordinator, who is responsible for reaching out to volunteers and posting signups for events
- Surveying parents and staff as needed to get input regarding PTSA programs and services



MEMBERSHIP 4-5 hours per month, with spikes in August/September

Duties include:

- Work with Communications VP to create current year membership form and online membership signup on OSP by early August
- Create a staff/teacher membership form and online signup
- Process membership checks and mark online check orders as “paid”
- Ensure donated staff memberships are assigned (usually by lottery) and noted in OSP
- Upload members to Memberplanet via evergreenptsa.org and resolve any outstanding issues.
- Review monthly Memberplanet invoices for accuracy and download statements to Sharepoint
- Membership Push:
 - Back To Business event in August
 - Membership contest in fall
 - Membership Drive mid-winter
 - Advertise membership benefits in a “restricted” page

ACTIVITIES/FACE

Duties include:

- Define chair positions as needed and recruit early in the year. Ensure online positions are described correctly in OSP.
 - Staff Appreciation
 - Coordinate Staff Appreciation Week in May
 - Organize monthly Staff Breakfasts/Lunches
 - Volunteer Appreciation event, June (President will call for committee at spring Membership meeting)
- Plan other Family Engagement events throughout the year (Bingo night, Family Kahoot night, Parent Ed talks)

ADVOCACY 1-2 hours per month with spikes during Leg Assembly and Advocacy week

Duties include:

- Legislative Advocacy
 - Serve as a delegate to WASPTA Legislative Assembly in fall and Advocacy Week in January/Feb
- Emergency Preparedness - requires a chair to lead them in collaboration with the VP
 - VP will ensure that the correct job description is published in communication channels
 - EPrep Chair is responsible for coordinating with school’s ER response team to purchase, maintain and restock EPrep classroom and storage container supplies



CHAIR & LEAD POSITION JOB RESPONSIBILITIES

EVERGREEN MIDDLE SCHOOL PTSA

VP Area	Chair/Lead	Description
COMMUNICATIONS	Eagle Express Editor	Our weekly newsletter, the Eagle Express, is critical to getting information to parents in our school, from both PTSA and the school. As the newsletter editor, you will 1) create, 2) solicit articles from the board, chairs and school and 3) send out the newsletter each week. Works from home about 2-3 hours/week.
	Website Host	Our PTSA web site is the hub of all PTSA information. As the site owner, you will ensure it is up to date, has relevant info on the home page, and assist PTSA board members in creating and updating content in their areas, including information pages and program registration.
	Volunteer Coordinator	Are you a great networker? All PTSA activities rely on volunteers to be successful. We rely on a healthy flow of volunteers to power these activities, and as the Volunteer Recruiter for the PTSA, you will stay on top of open positions, ensure descriptions are up to date, and work with your network, staff and using our communication channels to locate and recruit volunteers into our pool.
	Staff Favorites List	Each year we ask teachers to tell us / update their favorite things (snacks, drinks, flowers, colors etc) to provide parents with ideas for appreciation. The staff survey is sent yearly at the beginning of the year and the website is updated accordingly and shared with parents.
ACTIVITIES	Volunteer Awards Committee (3)	Solicit nominations from the community by advertising in newsletter, website, Facebook for the following awards: Golden Acorn, Golden Eagle, Outstanding Educator, Outstanding Advocate and Walter J. Ferguson awards.
	Staff Appreciation	Organize monthly staff lunches or similar. Advertise for volunteers and food donations via SignUp Genius through newsletter, website and Facebook. Also organize events for Staff Appreciation Week in May.



PROGRAMS	Extracurricular (2)	Plan and establish schedule for after-school programs. Work with vendors and volunteers. Work with school office to reserve space (classroom, library, or gym) for programs. Set up registration packets on PTSA Our School Pages website. Promote after school activities via website, FB, newsletter, flyers, and events. Manage all communication to and payments for vendors.
	Reflections	Reflections chair(s) promote the Reflections contest and provide details and forms for participation to school community. FB posts, Website article, information event, bulletin board, and flyers...are all ways to boost interest in Reflections. Attend LWPTSA Reflections training or information events. Chair will set deadline for entries based on the District deadlines. Chair collects all entries and helps participants make sure their entries meet guidelines. Hang (and take down) entries at the LWSD Reflections showcase event. Chair(s) will distribute awards and participation certificates.
	Spelling Bee (2)	Spelling Bee Chairs will organize and promote the Scripts Spelling Bee program at EMS. This includes advertising in newsletter, website and FB, creating an Event Registration packet on OSP (PTSA Website) and managing sign ups. Chairs will host practice sessions (virtual or in person), a preliminary bee and the final bee at EMS and coach the winner prior to regional bee. Requires 2-3 hours per week.
PRESIDENT/EVP	Beautification	The Beautification chair strives to make our common areas as welcoming as possible. This includes spring planting, and if so inclined, pruning. Work at school about 2-3 hours per month.
	Emergency Preparedness	The E-Prep chair is responsible for keeping our emergency supplies up to date in our storage container, as well as working with teachers to supply classroom emergency kits. Food and water is supplied by LWSD every 5 years. Last supply delivery was in fall 2022. Chair will also work with LWSD to donate old rations when new supplies are received and attend monthly EPrep meetings at LWPTSA council. Works 2-3 hours per month with spikes during supply restocking.



	Special Ed Chair	This chair acts as a liaison between the board of directors and the school SPED program. Chair will attend monthly LWPTSA SPED meetings and bring information back to the school and PTSA. May host a Disability Awareness Fair and other events that bring attention to SPED awareness.
ALL CHAIRS WILL WORK WITH THE PTSA BOARD TO MANAGE THEIR RESPECTIVE BUDGETS. A COMMITTEE PLAN OF ACTION AND BUDGET PROPOSAL WILL BE SUBMITTED TO THE BOARD PRIOR TO SPENDING BUDGET FUNDS.		