

Executive Committee Roles & Responsibilities

President

The PTSA President sets the tone of cordial collaboration and provides guidance in creating partnerships within the school community and fostering an environment where parent involvement is encouraged and respected.

The President will play a lead role in:

- Unit organization
- Meeting Agendas
- Inclusiveness
- Elections
- Programs
- Member training
- Finances

More specifically, the president is responsible for:

- Organizing, setting, and planning priorities.
- Recruiting, managing, motivating, and retaining volunteers.
- Welcoming a diverse and inclusive group of members, volunteers and leaders.
- Running effective programs.
- Managing money and raising funds.
- Supporting membership growth and retention.
- Running effective meetings.
- Ensuring all voices are heard through effective use of parliamentary procedure.
- Advocating on behalf of students.
- Transitioning to the next leadership team by nurturing potential leaders and preparing the incoming team.

For more information, view the National PTA's online resources: [http://www.ptakit.org/Opens a New Window](http://www.ptakit.org/Opens_a_New_Window).

Vice President

The vice president may be called upon at any time to temporarily assume the place of the president; therefore, he or she should study the president's duties and responsibilities and be familiar with the work of the PTA. In the event of the president's resignation, the vice president assumes all duties until the president's position is filled in accordance with the bylaws. Because a vice president is encouraged to be ready to assume leadership, he or she is encouraged to attend state PTA training and events, and be familiar with all PTA programs and resources.

The vice president is responsible for:

- Performing specific duties as provided for in the bylaws;
- Assuming responsibility for duties designated by the president; and
- Representing the president in his or her absence or upon request.

Vice Presidents should have the following information:

- Unit bylaws and standing rules

- Unit approved budget
- Minutes of at least the last six previous meetings
- Contact information for all officers
- Contact information for state PTA leaders

Treasurer

The incoming treasurer should discuss with the former treasurer the status of current fundraising activities, what money is available to be spent versus what is owed, and the bylaws as they relate to the treasurer's responsibilities.

The treasurer is responsible for:

- Ensuring that the PTA's financial records are reviewed according to the bylaws before assuming his or her duties;
- Ensuring three authorized signatures are on file at the bank for financial transactions; these signatures are usually that of the current president and treasurer, and one other officer as an alternate (no two check signers should be from the same household);
- Obtaining two authorized signatures on every check;
- Collecting all money from persons delegated to collect or to raise funds during a local unit activity, and providing a written receipt for those funds;
- Promptly depositing all money in the name of the local unit in a bank account approved by the board;
- Maintaining an accurate record of all receipts and disbursements;
- Obtaining authorization from the board before writing a check or spending money;
- Remitting, by check, all authorized bills and statements as prescribed in the bylaws;
- Submitting a written financial statement at each board meeting and at each general membership meeting;
- Chairing the Budget Committee and preparing the annual budget as prescribed in bylaws;
- Reporting income and expenses as compared with the budget;
- Ensuring an audit, financial review or compilation is done in accordance with the bylaws, state PTA requirements, and the PTA's business practice;
- Preparing an annual report to be used to review PTA financial records; and
- If your unit is a 501(c)(3), ensure the filing of the PTA's 990 report to the IRS.

The [PTA Finance Quick Reference Guide](#) [Opens a New Window](#). will help orient the treasurer to his or her main areas of responsibility.

Secretary

The secretary is responsible for keeping an accurate record of the proceedings of association meetings. These records are the permanent history of the PTA. Promptness and accuracy are key to this job.

The secretary also may be given the responsibility of maintaining all PTA correspondence, including incoming and outgoing communications with members and notifications for all meetings.

The Secretary:

- Sends out announcements for meetings (date and time)
- Sends out the agenda and any pertinent documents necessary prior to the meeting, including the draft of the minutes of the previous meeting
- Takes attendance (by voice vote or sign-in sheet) at the meeting
- Checks for quorum
- Presents the draft of the minutes of the previous meeting
- Takes minutes
- Counts votes
- After meetings, ensures the approved minutes are included in the permanent record of the association

The secretary should have these items on hand at all meetings:

- Minutes of the previous meeting and pertinent attached reports
- List of unfinished business to be discussed
- Agenda
- Current bylaws and standing rules
- Current membership list
- List of committee chairs
- Materials for note/minute taking

Legislative Vice President

Attend District and State PTA meetings, conferences and workshops. Know District and State PTA counterparts and consult them for advice and assistance.

- Become familiar with PTA Resolutions and Position Statements.
- Establish a method for sharing PTA Legislation Action Alerts with other PTA members.
- Keep members informed about legislation related to education.
- Meet with local government officials and know the local policies and ordinances affecting children and youth.
- Attend Lobby Day and consider participating in legislation study groups and informal studies of the issues, and attend Candidates Forums.
- Encourage members to vote and contact their legislators when relevant.

Executive Committee Duties (from WA State PTA)

See Current Standing Rules and/or WA State PTA Bylaws for Additional Information

Duties of Elected Officers [UB5.7]

a) The President shall:

- (a) Preside at all meetings;
- (b) Serve as spokesperson for the local unit;
- (c) 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;
- (d) Be an ex-officio member of all committees except the nominating committee;
- (e) Disseminate and communicate all information received pertinent to PTSA programs;
- (f) Perform all duties pertaining to the office such as specified in these WSPTA Uniform Bylaws and the standing rules;
- (g) Send to the WSPTA Office the names and addresses of the newly elected officers for the upcoming year immediately upon election
- (h) Participate in the election of the Region Director; and
- (i) Assure local unit representation at council meetings if the local unit is a member of a council.

b) The Vice President shall:

- (a) Perform the duties of the President in the absence or inability of that officer to serve, and shall assist the President when called upon;
- (b) In the case of a vacancy in the office of president, the vice president shall temporarily assume the duties until the vacancy is filled; and
- (c) May serve in a President-elect role, pending election as President the following year.

c) The Secretary shall:

- (a) Keep accurate records of all meetings;
- (b) Notify the president of any unfinished business;
- (c) Be responsible for correspondence as designated by the President;
- (d) Keep a complete roster of the membership of all standing and special committees;
- (e) Perform such other duties as provided for in the WSPTA Uniform Bylaws or Standing Rules; and
- (f) Maintain a complete roster of all members.

d) The Treasurer shall:

- (a) Serve as chair of the budget committee; present the budget to the membership; keep accurate records at all times; receive, issue receipts, and deposit promptly in an authorized account all monies and disburse same according to the approved yearly budget;
- (b) Present a written financial report every month and at such other times as required by the president; provide all financial records if requested by the

president or board of directors members; and close the books on June 30 and submit the books and records for financial review;

- (c) Perform such other duties as may be provided for in the standing rules; and
- (d) Keep a record of membership service fees, transmitting same accompanied by membership lists bearing the names and addresses of members to the council treasurer. Local units not affiliated with a council shall transmit same to the WSPTA Office. A duplicate membership list shall be provided to the local unit secretary.

e) The Legislative Chair shall:

- (a) Serve as a voting delegate to the annual WSPTA Legislative Assembly, representing Jane Addams Middle School PTSA;
- (b) Serve as an alternate voting delegate to SCPTSA meetings.
- (c) Provide the Board of Directors with updates on the WSPTA Legislative Platform;
- (d) Craft and submit, with the approval of the Board of Directors, resolutions for action by the WSPTA, under the guidelines specified by the Uniform Bylaws [UB13.5].

Board Members Roles and Responsibilities

Appointed by Executive Board

Assistant Treasurer

1. Deposit checks.

During the fall Membership checks and Annual Fund checks will be coming in – up to 25 a week. It is important during October and November the Assistant Treasurer check the Treasurer’s box at least twice a week. After that, 2-3 times a month is sufficient.

The process for depositing checks is:

- a. Separate the deposits by type (Annual Fund, Membership, Other)
- b. Complete the deposit slips – PTSA and Homestreet Bank – for each type. The PTSA deposit slip requires a second signature. Co-signor should confirm total.
- c. Stamp the back of the checks.
- d. Photocopy the checks by type.
- e. Leave the PTSA deposit form and photocopies for the Treasurer in the Treasurer’s box.
- f. Deposits should be made at Homestreet Bank.
- g. Receipts should be given to Treasurer.

For the Annual Fund and the Membership checks, the Assistant Treasurer should maintain two spreadsheets with the following columns:

Date rec'd	First Name	Last Name	Amount	Purpose
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The membership and annual fund forms should be left in either the Membership Form envelope or the Annual Fund Form envelope for the appropriate chair to pick up. Initial receipt of the check on the form. If there is no form for a received check, indicate that on the spreadsheet and fill in the address next to the purpose on the spreadsheet.

2. Perform duties of Annual Fund Treasurer

Work with the Annual Fund Chair to ensure all monies are tracked (checks, paypal, matching) and balanced throughout the duration of the fund drive – balancing every two weeks is recommended. The Annual Fund Chair and the Asst Treasurer should use the same format to track payments.

Asst Treasurer may be asked to assist providing needed information for matching companies.

Asst Treasurer may be asked to assist with tax letters. Tax letters should be distributed by December 31 and no later than January 15.

3. Perform duties as requested by Treasurer

Building Leadership Team Representatives

(2 representing different student populations) The BLT Reps serve as liaisons between the PTSA and the BLT. They attend the BLT meetings. The BLT supports the school's mission and promotes collaborative decision-making within the school. It is one of the decision-making bodies of the school, and addresses issues facing JAMS, including bell schedules, budget, Professional Development, behavior support and the Continuous School Improvement Plan (CSIP). It has a broad membership, including a school administrator and elected staff from various disciplines, as well as up to two parents and one student. The BLT representatives should reflect different student populations (e.g. HCC, general ed, special ed), but represent all students and the PTSA.

Communication Co-Chair (Newsletter)

(newsletter@jamsptsa.org)

The Communications job includes two components that can be shared between two people as co-chairs. The Communications *Newsletter* Co-Chair is in charge of the PTSA *Jaguar News* electronic newsletter and works closely with the Communications *Online* Co-Chair to maintain consistent communication of information. The Chair receives and compiles community and school news and prepares a the newsletter to be sent once per week via email. The Chair works closely with PTSA President/VP and JAMS Administrative Staff to make sure the information is comprehensive and clean, in good order. The actual electronic transmission comes from the school.

Communication Co- Chair (Online)

The Communications *Online* Co-Chair is in charge of maintaining current and accurate information on the PTSA portion of the JAMS website and works closely with the Communications *Newsletter* Co-Chair to maintain consistent communication of information.

Fundraising Chair

Membership Chair

- Attends and gives a membership update at PTSA board meetings.
- Creates a membership form to be sent home the first week of school.
- Runs the membership sign up table at beginning of school year events.
- Sets up online membership enrollment through the WSPTA.
- Submits articles and updates as needed for the PTSA newsletter and other correspondence.
- Enrolls all PTSA members in the WSPTA web based system in a timely manner.
- Works with the Treasurer to make and receive payment of membership service fees.
- Is aware of all membership due dates and keeps membership records up to date.

Transportation Chair

The Transportation and Traffic Safety Chair works with SDOT, JAMS admin, and the PTSA to help maintain safe traffic patterns and transportation procedures at Jane Addams. This role may include:

- coordinating onsite volunteer crossing guards and traffic management
- coordinating drop-off traffic flow for special events including 8th grade science overnight, Friday ski bus, and the Silverwood music trip
- monitoring drop-off and pick-up routines
- coordinating community education and awareness, including outreach through the leadership class for pedestrian and bicycle safety
- coordinating safety efforts and education with Nathan Hale HS
- advocating for infrastructure including sidewalks, painted crosswalks, intersection safety improvements, clearly painted, and marked bus zone from SPS and SDOT
- maintaining equipment including directional signage, reflective cones, tall cones, and crossing flags, vests, and gloves

Volunteer Chair

The Volunteer Chair works closely with JAMS PTSA, JAMS ASB and Administrative office to coordinate volunteer needs throughout the school for various PTSA events, administrative needs and ASB sponsored events.

This role may include:

- Recruitment of volunteers to fill PTSA event lead roles, ongoing volunteer positions and volunteers for special events; create database (Sign Up Genius) and coordinate with Ellen Pratt that all volunteer paperwork has been processed before volunteering
- Coordinating volunteers and leads for the following PTSA sponsored events; Back to School Potluck, Family Bingo Night, Mariner's Night, Incoming 6th Graders Ice Cream Social, 8th Grade Promotion, PTSA General Meeting refreshments (detailed descriptions of these events are available)
- Coordinating, maintaining and creating Sign Up Genius for ongoing volunteer needs: Library Volunteers (Laurie Amster-Burton, Librarian), Lunch Room monitors (JAMS Administration team),
- Coordinating and creating Sign Up Genius with ASB Leaders for their volunteer needs: school dances, ASB sponsored events
- Coordinating volunteers and creating Sign Up Genius for one time events at school: assistance in packing or unpacking books, picture day, last day of school party, teacher/student sporting events, lost and found donations
- Constant communication with JAMS administration staff of any needs they have for volunteers, and following through with requests
- Assist Traffic/Safety Coordinator with volunteer needs
- Assist STEAM Fair Coordinator with volunteer needs
- Coordinating volunteer needs with Communication Chairs to be included in newsletter, Facebook post, school website
- Maintaining PTSA closet and ensuring supplies for events are accessible and maintained (plates, napkins, silverware, etc)

Other Non-Voting Committees at Jane Addams Middle School PTSA

- *Packs for Kids*
- *8th Grade Promotion*
- *Staff Appreciation*
- *Outdoor Beautification*
- *STEAM Fair*
- *Reflections Art*
- *Music Liaison*
- *Special Education Liaison*
- *Community Outreach*