

## **Lake Washington High School PTSA Officer & Chair Position Job Summaries**

\*all positions may be shared by more than one person

\*all officers and appointed board members attend general membership meetings & monthly board meetings during the school year

\*elected officers participate in a PTA training session at least once per year.

### **Elected Officers**

#### **PRESIDENT**

The duties of the PTSA president are as follows:

- Preside at all meetings.
- Assigns meeting dates for board and general membership meetings in coordination with school administration
- Leads yearly PTSA mission and goal setting and presents to the membership for approval
- Serve as spokesperson for the PTSA.
- With approval of the executive committee, make one-year appointments to positions and committees as specified in the standing rules.
- Assure all PTSA Policies (Bylaws, Standing Rules, Policies) and PTSA Budget are reviewed annually and updated or approved as needed and per WSPTA Bylaws
- Serve as an ex officio member of all committees except the nominating committee.
- Disseminate and communicate all information received pertinent to PTA purposes and programs.
- Attends or assures representation at all LWPTSA Council meetings held monthly at the LWSD Resource Center during the school year.

#### **EXECUTIVE VICE PRESIDENT**

Assists the President with all responsibilities related to the PTSA Board of Directors. In the absence of a Communications Chair, will assume the responsibilities of this chair position. May also oversee special projects as directed by the President or Board such as Awards Committee, Committee Chair Training and Policies Review. Assumes the responsibilities of the President in his/her absence or as directed.

#### **VP-STUDENT PROGRAMS**

With collaboration from the board, define programs, recruit and manage chairs/volunteers for each program. Recommend to the board and membership the yearly program budgets/Meet yearly budgets allocated/work with chairs to update Plan of Actions and complete end of year program Evaluation. Serve as a liaison between Committee Chairs/Board and provide support. Attend all PTSA Board/General meetings and report at each. Attend PTA Council meetings and training sessions as needed. Committees

under VP-Student Affairs include; Senior Salute, Senior Party, College Applications Workshops, Fear Free SAT/ACT, Reflections, Life Prep, Student Recognition.

### **VP-SCHOOL SUPPORT**

With collaboration from the board, define programs, recruit and manage chairs/volunteers for each program. Recommend to the board and membership the yearly program budgets/Meet yearly budgets allocated/Update Plan of Actions and complete end of year program Evaluation.

Serve as a liaison between Committee Chairs/Board and provide support. Attend all PTSA Board/General meetings and report at each. Attend PTA Council meetings and training sessions as needed. Committees under VP-School Support include; Hospitality, Emergency Prep, Staff Appreciation, School Beautification, Calm Café, Sustainability.

### **VP FACE**

FACE VP seeks to actively reach out to parents and community members to encourage participation in school and PTSA events and build a sense of community. Serves as a liaison between new families and the PTSA and school. Plan community building events including a Welcome Back event in the Fall. More extensive outreach might include translating flyers into Spanish and other languages via help from the Translation Team as well as holding international and special education coffees and/or a larger international event. Committees under VP-Face include; Parent Ed Coordinator, Volunteer Coordinator, Special Ed Inclusion & Awareness, Welcome Team/Event, Translator Team

### **VP WAYS & MEANS**

Organize and coordinate the fundraising efforts for the LW PTSA including the main "Pass the Pouch" fundraiser that occurs in September. Monitor other existing fundraising programs and seek out new passive fundraisers such as Escrip, Amazon Smile and PCC scrip. Oversee the distribution of funds as determined by the annual budget to include grants to staff and school groups. Committees under VP Ways & Means include; grant committee, fundraising.

### **TREASURER**

Assist in developing the annual budget for LWHS PTSA and manage the funds of the PTSA. Keep an accurate and detailed account of all monies received and paid out. Reconcile bank statement and provide monthly treasurer's report to the board prior to meetings. Receive and Deposit all monies for the PTSA in a timely manner and provide receipts as appropriate. Pay all bills as authorized (two signatures required) and file Reimbursement Check Request forms. Manage transactions by credit card or PayPal as needed (designated "owner" of the PayPal account). Keep a record of membership dues and work with the membership chair and the secretary in keeping an accurate list of the PTSA membership. Prepare files for the twice annual financial review conducted by the financial review committee. Prepare and submit all paperwork and fees as required by the IRS, Secretary of State, City of Kirkland and AIM insurance. Keep all records of the treasurer per records retention requirements and transfer all materials to successor in a timely manner.

## **SECRETARY**

Keep records of official meetings of the LWHS PTSA. Assist with development of meeting agendas. Send out notification of board meetings including time and location and any meeting documents prior to the meeting. Make and provide copies of documents for official meetings as requested. Prepare board meeting and general membership meeting minutes and distribute prior to the next meeting. Maintain sign in sheets for board and membership meetings. Keep all records of the Secretary per records retention requirements and transfer all materials to successor in a timely manner.

## **Standing Committee Chairs**

\*standing chairs are appointed by the President and are not generally required to attend board meetings unless specified below. They work in concert with an elected officer above.

### Communications\*(appointed board member)

Manage the communication strategies of the LWHS PTSA including Kang Crier e-newsletter, Kang Cards, Website, Facebook. Recruit and help train committee chairs. Assure information is updated and complete and work with school administration to help ensure accuracy of content and coordination on communication strategies for school events. Work with membership chair to publish the student directory annually on the PTSA Website. Committees under VP-Communication include; Newsletter editor, Website, Directory, Parent Pledge, Social Media.

### Kang Crier Editor

The Kang Crier is our school newsletter that is distributed every other week to keep Lake Washington High School parents informed about news and activities of the PTSA, school and district. The Kang Crier Editor manages the process of communicating with submission sources, collecting articles, and creating the newsletter with provided web-based software. This position requires approximately 30 to 180 minutes of volunteer time per week.

### Website

Webmaster maintains the LWHS PTSA website, works with various event chairs to add ticket sale capabilities, etc. Works closely with Kang Crier editors, VP-Communications, PTSA presidents and others to get up-to-date information. Updates website throughout the year on an as-needed basis. Will need to work over the summer to get the website ready for start of school.

### Student Directory

Assemble the PTSA student directory. Data is received from the district and school and put into an Excel spreadsheet. Completed document is sent to the webmaster to be uploaded to the website. All PTSA members are given "restricted" access to documents on the LWHS PTSA website. The directory is currently the only restricted document on the website.

### Volunteer Coordinator

Collect volunteer forms as they come in to the school office or via PTSA membership forms including online memberships. Create a database of the names and contact information of all volunteers and send collated lists of the database to appropriate committee chairs and board members. Assist committee chairs and board members in recruiting volunteers for PTSA activities and student and staff organizations as needed (generally via Sign-up Genius).

### Advocacy\* (appointed board member)

The Washington State PTA conducts a continuous Legislative Advocacy program that includes training and education for members and parents on issues in support of the organizations' mission and vision. The WSPTA sets a Legislative Platform each year which supports the delivery of this mission. Parents and members are strongly encouraged to use their voices to speak for the youth of Washington State. The Advocacy Chair will work to inform members about legislative issues; help members determine our statewide platform; and help members speak up when it matters most. Activities can include organizing local PTSA activities in support district and statewide initiatives and attending WSPTA Legislative Assembly and Focus Day. The Advocacy chair should be nonpartisan and work closely with the LWPTSA Board on focus and efforts.

### Senior Salute (aka Baccalaureate)

The chair/chairs organize a senior baccalaureate evening of inspiration right before graduation which is focused on a more personal level with students, staff, and families. The event includes the coordination of school building space, student and staff speakers, student art, refreshments and student music while maintaining a budget. It is an evening to celebrate the graduating class of the year.

### Senior Party\* (appointed board member)

Responsible for overseeing all aspects of the preparation of the senior party, including: working with the party planner, Grad Nights; deciding on locations and activities; promoting – Kang Crier, Senior Meetings (2), Monitor in the Commons, posters, Pouch (school newsletter), and student social media; selling tickets and bus sign-ups for the party during lunch times; organizing and arranging transportation of the students on the day of the event; recruiting Chaperones and having a Chaperone meeting; organizing the Check-In procedure for the night of; attending the Party; and ensuring the students safety throughout. Responsible to ensure the students have fun while maintaining a safe, alcohol and drug free environment. This is a board position and requires attendance at monthly board meetings and, ideally, membership meetings as well. Per LWHS PTSA by-laws, the Senior Party chair must attend PTA & the Law at least once during their term.

### College Application Workshops

This program provides trained parent volunteers to coach seniors through the college application process. From October through January, volunteers are available in the afternoon to meet with seniors to talk about their applications, proofread essays, prepare for interviews, and offer support for various application steps. The committee chair will arrange the volunteer training, coordinate the use of the Career Center, and arrange the provision of snacks for Wednesday sessions. Seniors will sign up for appointments during the afternoon sessions.

### Fear Free SAT/ACT Practice Tests

The purpose of this program is to provide students with an opportunity to come into school on a Saturday morning and take a practice SAT or ACT test that will not count on their permanent SAT record. The test will be provided and graded by Princeton Review, and returned to the students a few weeks later in a scheduled review session. Students can then learn how they did, and get feedback on testing tips and preparation strategies for the real test. The Chair for this job will coordinate with Princeton Review, the LWHS administration (to schedule dates and rooms), and with the volunteer coordinator to get help on the test days and review sessions. Also, coordinate with the LWHS PTSA webmaster to get ticket sales through the website, and the Kang Crier to advertise.

### Reflections

Promotes the National and Washington State PTA cultural arts competition to Lake Washington High school students. Chair attends a Reflections district meeting and maintains communication with the district chair for annual changes to the program, exhibits and entry information. Promote locally with posters, flyers, Kang Crier and through contact with the Art Teachers at the school. Supply entry forms and information to the Main office, Library and Art Teachers. Collect projects, prepare (and/or repair) entries and forms for judging. Arrange for local judges, set up and supply forms with judging criteria. Maintain correspondence with entrants regarding status in competition. Transport projects and forms, and hang entries for the district wide exhibit at the LWSD Resource Center. All entries are picked up at the Resource Center after the exhibit. Consider displaying entries at the school.

### Parent Pledge

Manage parent pledge program, a signed parent pledge to provide an alcohol, tobacco and drug free environment for students. Promote this program in LWHS PTSA newsletter and website.

### Hospitality

Provide drinks/snacks for all general PTSA meetings for members. Keep within the budget set by the PTSA Board.

### Emergency Prep

Procure supplies, maintain a comprehensive supplies inventory, and maintain one year and five-year wish lists. Offer to assist with the Administration with the refining and implementation of the School's Emergency Response Plan and volunteer to serve on the school's Safety Committee. Attend the 5 meetings held throughout the year by the LWSD PTSAQ Council Emergency Preparedness Committee.

### Staff Appreciation

Provides LW staff with year-round treats, lunches, desserts, etc. to show that LW parents appreciate all that teachers/staff do for our students. Responsibilities include communication/coordination with principal and staff in a timely manner, coordinating parent donations, and executing the event while maintaining a budget.

### School Beautification

Twice a year students, parents and staff will come together for a Beautification Day event (typically a Saturday morning from 9-12) to help with sprucing up the school grounds. This involves weeding, pruning, mulching, picking up trash. The Chair coordinates with LWHS Staff & Administration, LWSD Landscape team and ASB on coordinating the event and seeking volunteers. Serves as project manager on day of event and recruit adults to supervise students. Chair maintains, and updates supplies (owned

by LWHS PTSA) for events and provides drinks and snacks in line with the approved budget. Chair also recruits volunteers over the summer to do occasional watering if needed.

### Fundraising

Organizes and coordinates the Pass the Pouch fundraiser in September. Monitors existing programs and seeks out new passive fundraisers such as escrip, Amazon Smile and PCC scrip. Promotes all fundraisers in the Kang Crier and schoolwide events throughout the year.

### Grants

The grants chairperson manages the process for distribution of PTSA funds for LWHS Staff and student groups per the annual allocated grants budget. Responsibilities include promoting the available grants and creating a means for staff and others to apply (usually through grant request forms and/or Sign up Genius). Chair organizes committee meetings to review the grants that have been submitted. The chair presents the committee's recommendations to the board for final approval. Manages follow up with recipients including collection of receipts and coordination with Treasurer for payment of grants.

### Membership \* (appointed board member)

Set a membership goal for the year. Help with membership drives by getting the word out and providing information to potential and renewing members. Keep the membership application form up-to-date. Collect the forms and submit on-line information to the state organization. Prepare and distribute membership cards. Coordinate with the treasurer and submit the appropriate membership fees to the state organization by the due dates. Coordinate with the webmaster to update member only access. Attend board and general membership meetings to report on the membership status.

### Special Needs Awareness & Inclusion

Communicate information to the school community regarding special needs students including information on the monthly LWPTSA Special Needs Group meetings at the LWSD Resource Center. This may also include special community events, special interest speakers, workshops and any other pertinent information dealing with any topic concerning special needs students. Assist parents when contacted in connecting them to the correct sources to help navigate the system for their students. Other activities could include hosting a disability fair or awareness event.

### Awards Committee

Small committee formed in the spring to advertise for and select candidates for Kang Award (Educator of the Year) and the Golden Acorn Award (Volunteer of the Year). Solicit nominations/suggestions via the Kang Crier, membership meetings, personal conversations with board and administration and postings at the school. Order awards thru the WSPTA. Awards are presented at the LWHS volunteer tea which is organized by LWHS staff in June.

### Calm Café

Chair organizes an alternative lunch location at the school (generally a classroom or shared POD space) where students can eat in a quieter, less crowded location. Chair arranges for space with the school, manages supplies and solicits community volunteers to supervise during both lunch periods.

### Sustainability

The primary role of the Sustainability Chair is to work with the LWHS PTSA Board, Green Team and school administration on developing and implementing policies, practices and projects that promote sustainable systems and thinking among students, staff and families; reduce the school's and PTSA's environmental impact; and improve overall sustainability within the school environment and community. The Chair along with student and parent volunteers will work on a range of issues, including waste reduction, in particular composting and recycling in the lunchroom and staff rooms; no-idle zones awareness; and water use reduction.

### Student Recognition

Work with administration and staff on school wide student recognition programs (I.e. Rising Kang Award). Help with the development of award nomination forms and execution of any type of recognition given to award recipients working within an established budget.

### Welcome Event/Team

Along with school administration and ASB, plan an event before school to welcome back community members. In the past, this has been a banquet and geared primarily towards new or freshman families. Serve as a point of contact for families that newly enroll at LWHS during the school year.

## **Special Committees**

\*these committee members are appointed by the board or membership or elected by the membership for a short term, specific purpose and have special requirements as defined

### Financial Review

This committee meets twice a year to review the financial books and to be sure everything is in order. They work from an official checklist and then provide a report of their findings to the general membership. This Committee is appointed by the Board of Directors and members may not serve on it for more than 2 years consecutively.

### Nominating Committee

Under the guidelines of WSPTA, the LW PTSA membership elects a team of 3 people to identify the most qualified candidates for board positions for the next year's PTSA. Members need to be able to network through parents to find potential candidates, and to reach out to the feeder schools for interested parents who will have students attending LWHS in the coming year. Committee will follow WSPTA

guidelines for timing to present names to the LWPTSA board and general membership. An individual may serve on the nominating committee for a maximum of 2 years in a row.

#### Awards Committee

Conducts advertising to seek nominations for LWHS PTSA annual awards. Reviews nominations and selects recipients for review by the Board of Directors. Arranges for awards given at the annual event planned by school staff and attends event.

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