

Arrowhead Elementary PTA Job Descriptions

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Executive Team:

President

- **Meetings**
 - Plan and lead 5 General membership meetings and regularly scheduled executive board meetings (approximately once per month). One Chairs Training meeting per year is suggested.
 - The president only votes at Executive Board meetings in the event of a tie.
 - Serves as an unofficial member of all committees except the Nominating Committee, is a voting member of the SEC Committee, and attends other meetings to the best of their ability.
 - Works to fill open positions
- **Leadership**
 - Bring committee plans to the Board for vote. Ensure organization-wide use of the Committee Plan of Action Form or equivalent.
 - Make sure chairs receive adequate training and that their duties are sufficiently performed and that all officers, chairs and committee members are current PTA members.
 - Communicate all required deadlines for membership dues, registration for workshops, conferences, submission of award applications, and filing of annual corporation report, charitable solicitations registration, insurance renewal and federal IRS returns.
 - Organize and delegate tasks related to Welcome Back Night
 - Delegates Communications and other chair tasks if positions go unfilled.
 - Delegate volunteer appreciation.
- **Documentation**
 - Ensure the "Legal Binder" and the "President Binder" are kept up to date.
 - Encourage all chairs to keep their documentation updated and in the cloud to ensure ease of transitions.
 - See WA State PTA President Handbook for more details including: Duty of Care, Duty to Ethical Conduct, Duty of Obedience to Law, Duty to be Impartial, Promote a positive image, Ensure education and documentation requirements are met, setting goals for the PTA Board, sending delegates to the annual Washington State PTA Legislative Assembly.
- **Financial**
 - As part of Executive Committee, helps develop and monitor the PTA budget.
 - Sign checks and contracts as promptly as possible. The president is preferred as one of 2 elected signers.
 - Check with treasurer to make sure books are closed by June 30, financial review is submitted by July 30, final review is completed by August 31, membership fees are paid to WAPTA, deadline for receipt of all outstanding bills has been set, budget has been developed and approved, and names are changed on the bank signature card after review is completed.

Standing Vice President

- Preside at meetings in the absence of the president, acts as assistant to the president and performs duties delegated.
- Help process Committee proposals (Plan of Action Forms) and communicate approvals.
- Delegate or handle the creation of the school's directory every fall.
- As part of Executive Committee, helps develop and monitor the PTA budget.
- Update the two PTA bulletin boards on campus (office and outside) or delegate.
- Create a bi-annual PTA newsletter highlighting achievements and news.

Secretary

- Attends and takes minutes and records all business at each general membership and Board of Directors meeting.
- Completes an independent review of all bank statements and files them appropriately.
- Responsible for facility reservations for PTA sponsored events and clubs, along with warehouse requests with Northshore School district.
- Makes sure the minutes are all kept in their designated location in the cloud.
- Make sure the general meeting minutes are put on the website via the Tech Chair
- As part of Executive Committee, helps develop and monitor the PTA budget.
- Conduct yearly inventory update of PTA Assets Spreadsheet in Google Drive or delegate the task
- Other general meeting responsibilities:
 - o Handle hospitality at PTA meetings. (set out snacks / drinks which are reimbursed) or delegate task.
 - o Name tags for Executive Board
 - o Comment bucket distribution
 - o Sign in sheets
- Include all board decisions made electronically into Executive Board meeting minutes monthly.

Treasurer

Meetings

- 5 General Membership meetings per year.
- Regular Executive Board Meetings (Typically Monthly). The Treasurer is a member of the board and has a vote.

Check Writing

- Pick up check requests from the main office and process or ask the second signer to help with pickup and delivery. Get checks back to requestors.
- Budgeted Grants to School
- Process invoices / checks to vendors

Cash

- Provide starting cash for events as requested (Approximately 4 events per year).

Reconciliation

- On a weekly basis, enter all information from deposits, checks, etc into Financial Software.
- Reconcile bank account and all electronic payment methods.

Documentation

- Monthly treasurer's report for the website and to be delivered at the General Membership Meetings.
- File non profit status report
- Create Budget for following year with the Executive Board
- Deliver information as requested to the financial review team

Tasks that MAY be delegated:

- Deposits - Instructions may be provided to event chairs that collect money and they may deposit funds to the bank. Approximately 5 events per year.
- File Taxes. Can be delegated to a willing member of the community or approval to pay for an accountant can be requested.

Other:

- Renew Insurance (Approximately 1 hour or less)
- SOA Document - Review with President (< 1 Hour)
- Be familiar with the Treasurer's handbook and attend 1 training online or in person per year.
- If duties are divided into two Co-Treasurers, the second treasurer may not sign or write checks.

Additional Board Members (Appointed):

V.P of Activities

- Voting member of the Board of Directors.
- The V.P of Activities is an Executive Board position and is expected to attend general membership meetings and Executive Board meetings (approximately monthly).
- Act as a point of contact and advocate for the event/activity committees. (See Org Chart)

V.P of Programs

- Voting member of the Board of Directors.
- The V.P of Programs is an Executive Board position and is expected to attend general membership meetings and Executive Board meetings (approximately monthly).
- Act as a point of contact and advocate for the standing committees. (See Org Chart)

Standing Committee Chairs

Art Docent Lead

- Work with NSD to ensure that appropriate art education plans are followed.
- Lead coordinating and signing up parents each year to ensure an art docent exists in every classroom.
- Keep track of supplies, supply organization, and budgeting of new supplies yearly.

Communications - Facebook and Highlights E-Mail

- Follow the Communications Policy
- Stay informed of all school events and PTA news.
- Ensure that important announcements are delivered in a timely and clear manner.
- Schedule and post Facebook announcements and Events.
- Send highlights e-mail newsletter through mailchimp approximately 2x per month.
- Submit announcements to the Technology Chair or work with them to post directly to the website.
- May be asked by the Executive Team to make and distribute paper flyers in the main office. This position is empowered to edit all chair created flyers for clarity. Only the communications chair and the Executive Team may use the school copy machine and distribute flyers to Teacher mailboxes (PTA and school policy).

Community Engagement

- Make recommendations to the Executive Board to fulfill the community engagement goals of the PTA.
- Welcome new and returning families to the Arrowhead Community.
- Help improve community engagement with ideas for event improvement
- Ensure that community engagement events (see Org Chart) are being planned. Make sure chairs are appointed or advertised for each event and work with the chair to fulfill community engagement goals.

Clay Docent Lead

- Work with NSD to ensure the appropriate clay-based art plans are followed.
- Maintain schedule of parent volunteers for each classroom for the school year.
- Supply direction to volunteers, portion out clay.
- Maintain supply organization and stay within budget for new materials.
- Operate kiln

Clubs - Before/After School

- Set up all before/after school activities in line with our Mission and Goals.
- Follow Club/Activity Procedure documentation. Work with the PTA secretary and school office staff to book rooms.
- Maintain compliance with WA State PTA and Insurance.
 - o Ensure a PTA member/background checked chaperone is present for each class to maintain insurance compliance.

- Collect and review completed contracts, insurance, and business license documents.
- Contact vendors months in advance and set up clubs through 6Crickets
- Ensure club page on website is up to date with the technology chair.
- Ensure Advertising through Facebook, Highlights e-mail and the website is completed in a timely manner.

Community Serve Day Site Coordinator

- Community-wide event organized by Northshore Church
- Work with Community Serve Day leadership and the Arrowhead office staff to ensure community serve requests are entered by April for August.
- Organize CSD volunteers, tasks, equipment, supplies, and snacks.
- Time commitment estimate for this position: 15 hours before the event over 4 months and 5-6 hours the day of.

Financial Review

- Perform review of PTA financial records twice a year (January and July)
- Provide recommendations to the Executive Committee for improvements.
- This is a committee of 3 people that must be in place yearly.
- Follow the WA State PTA guidelines on financial review.

Fundraising

- Deliver fundraising plan to Board of Directors in the Summer before the school year begins.
- Print, distribute, collect envelopes, manage data for fall/spring fundraisers.
- Develop plans based on historical fundraising data to sustain projected budget.
- Under the direction of the treasurer, help count and track funds.

Legislation

- Update on key points/legislative issues a few times per year via highlights, Facebook, and general membership meetings.
- Work on campaign to improve public knowledge on why membership = votes = more say in key WA PTA decisions, and what those issues are.
- Work to recruit additional legislative delegates to attend the WAPTA Legislative Assembly each year and fill our voting seats.

Membership

- Import membership data into the database.
- Yearly, distribute PTA benefits details to membership and provide assistance.
- Actively look for membership recruitment improvement possibilities
- Help coordinate membership efforts and improve recruitment. Ex. Welcome Back Night
- Submit membership report to the secretary.

Nomination Committee

- 3 member team required by WA State PTA bylaws.
- 1-2 hours per year, seek out good candidates for the Executive Committee for the following year.
- This position has a big impact with very low time commitment.

Popcorn Fridays

- Organize volunteers to distribute popcorn to students once per month.
- Ensure Health code regulations are met

Safety, Security and E-Prep

- Work with the District Safety and Emergency Preparedness Committee.
- Provide information and insights about current safety and emergency preparedness topics relevant to the Arrowhead community at PTA General membership meetings.
- Work with the Arrowhead office staff to review emergency materials in the school's supply trailer.

Special Education Services

- Provide the perspective of families with special needs students to the PTA to help guide decisions and activities
- Work to build community among families of kids with special needs and within the school
- Be the point-of-contact for parents looking to connect with other parents
- Be a liaison for teachers regarding issues that affect kids with special needs
- Collaborate with teaching staff and student leadership on issues that affect kids with special needs
- Attend PTA general and executive meetings and provide a point of view regarding what's working and what's not for special needs students at school.
- Connect with the Northshore Council Special Ed Rep and other Special Ed Reps in the district
- Be creative and passionate about ways to improve the quality of education and the school experience for students with special needs.
- If you wish, share special education news with the PTSA and school community.
- The rep(s) is/are preferably a person who has personal experience with the IEP or 504 processes currently or previously. The rep could be a person living with a student with special needs, a special education teacher or para educator, or community member who works or volunteers with people with disabilities.

Staff Appreciation

- Organize volunteers and make plans to ensure that teachers feel appreciated throughout the year.

Student Enrichment Committee(SEC) Lead

- Accept applications from teachers and staff for enrichment purchases. These can vary wildly from curriculum additions to soccer goals.
- Move each proposal through the tracking, voting, approval, reimbursement, and documentation phases. As of September 2020, this process is electronic.

Technology

- Maintain website and consistently update
- PTA Email account and forwarding maintenance.
- Cloud/File Repository Access maintenance.
 - Backup Cloud Storage (Google Drive) Quarterly using Google Takeout

Theater (MCT)

- PTA member who leads the coordination of vendor lead after school theater program. This includes tryouts, rehearsals and performance.
- Submit Plan of Action Form and Contracts to the Board of Directors for approval.
- Work with the Board to get the program set up in 6Cricketts or electronic equivalent approved by the Board. Ensure that proper contract, insurance, and business license requirements are met.
- Organize volunteers and ensure that an Arrowhead background checked PTA member is present at all practices and performances to ensure insurance compliance.
- Book venue for performance, coordinate any vending, check in with the PTA treasurer to ensure tax compliance. Use Committee Plan of Action Form
- Work communications chair / board to advertise the program and the performances.

Watch D.O.G.S Lead

- Watch D.O.G.S (Dads of Great Students) is a family and community engagement initiative promoting fathers, grandfathers, uncles, and other father-figures who volunteer for at least one day.
- Work with the Arrowhead office staff to coordinate dates where volunteers are scheduled.
- Work with the communications chair to advertise through Facebook and Email.
- Organize any community building events such as a Dad's Pizza and Information Night.

Event Chairs

Art Night

- Organize Art Night.
- Organize volunteers, delegate tasks

Art Auction

- Work with teachers and art docents to produce two or more pieces of art per classroom to be put up for auction at Art Night.

Carnival

- Use Committee Plan of Action Form to make a proposal for the carnival for the year.
- Organize volunteers for the event
- Organize the layout, equipment use, and sponsorships.

Dances

- Organize volunteers, theme.
- Work within approved budget and Plan of Action Form.
- Set up vendors such as DJ.

Multicultural Night

- Organize yearly celebration of culture, heritage, travel experiences for the Arrowhead Community.
- Order tables, supplies, advertise, coordinate volunteers.

Pancake Breakfast

- Organize pancake breakfast at Arrowhead Elementary. This is a popular community engagement event.
- Organize volunteers, supplies and any other tables/activities.
- Typically held in March.

Parents and Pastries

- Before school event, typically held in February where parents can socialize and enjoy pastry and coffee.
- Organize volunteers, supplies, setup and cleanup.

Reflections

- The Northshore School District hosts an art contest yearly called Reflections.
- Plan to communicate details and encourage Arrowhead Community participation.
- Assist students and parents with the entry submission process.