

## **BHS PTSA Executive Committee Members Roles and Responsibilities**

### **President/Co-Presidents –**

Responsibilities:

- Ad hoc members of every Board of Directors Committee
- Creates agendas for Board and General Membership Meetings
- Attends and oversees all Board and General Membership Meetings
- Attends all mandatory leadership trainings
- Sets agendas and attends regular meetings with school principal
- Speaks on behalf of the PTSA at Parent Link Night, Curriculum Night, and Parent Information Night
- Sets goals, develops, and implements action plans that benefit the BHS PTSA
- Handles communication and coordination with school administration, staff members, and student partnerships
- Establishes a work plan, including budget for every program
- Helps recruit and trains new volunteers
- Writes standing rules and goals for the year
- Updates board positions and job descriptions
- Writes “PTSA Connections” article for website updating parents on what is going on at BHS with the PTSA
- Stands in lieu of VP positions until positions are filled

### **VP of Events –**

Oversees: Hospitality, Parent Link, Curriculum Night, Nominating Committee, Awards (Golden Acorn, Outstanding Educator, Outstanding Advocate, Lifetime Membership) and Bothell’s Big Bash

Responsibilities:

- Meetings – Books speakers, follows up with speakers before the meeting, and finds out the needs of the speakers for the meeting (microphone, interactive white board, table arrangement, etc.) Sets up meeting space with Hospitality and introduces guest speakers at meetings. Takes care of Thank Yous for speakers (card or card/gift when deemed appropriate).
- Special Events – Coordinates with Bothell’s Big Bash, Parent Link Committee and Curriculum Night Committee chairs to provide them support and direction. Follows up with committees and helps them with finding volunteers if needed. Gives 3-5 minute report to General Membership about these committees’ activities. Submits a monthly reporting to Co-Presidents of committees’ activities by the end of each month.
- Parent Education and Board of Director Development – Helps determine parents’ needs and seeks input from parents and PTSA leaders to plan meeting topics and speakers. Gives feedback and ensures quality control for Nominating Committee and Awards Committee chairs so that these committees can help find and motivate membership to take on Board of Directors positions for upcoming year.

## **VP of Resources –**

Oversees: Business Supporters, Membership, Pass the Hat, and Financial Review Committee

Responsibilities:

- Fundraising – Coordinates with Business Supporters, Membership and Pass the Hat chairs to provide them support and direction. Helps them set goals and deadlines. Follows up with these committees and provides them support with tasks as needed. Helps them find volunteers as needed. Gives 3-5 minute report to General Membership during meetings about these committees' activities. Submits a monthly reporting to Co-Presidents of committees' activities by the end of each month.
- Winter and End of Year Financial Reviews – Sits on this committee providing support for Financial Review Committee Chairperson. Reports to General Membership on behalf of the Review Committee.

## **VP of Programs –**

Oversees: Legislation, Reflections, Emergency Prep, Staff Appreciation, Volunteer Coordinator, Senior Scholarships, and BHS Wish List

Responsibilities:

- Advocacy – Provides support and direction for Legislation chairperson. Answers questions, and communicates needs to General Membership through website. Asks for time on the agenda for General Membership meetings for Legislative Chair to talk about urgent action items as needed.
- School Programs – Coordinates with Reflections, E-Prep, Staff Appreciation, Volunteer Coordinator, Senior Scholarships, and BHS Wish List chairpersons on an on-going basis throughout the year. Follows up with these committees before upcoming events, helps them find volunteers and provides support as needed. Gives 3-5 minute report to General Membership during meetings about these committees' activities. Submits a monthly reporting to Co-Presidents of committees' activities by the end of each month.

## **VP of Communications –**

Oversees: Social Network Director, Website, Cougar Connection, and Student Directory

Responsibilities:

- Collects and disseminates information weekly to Social Network Director, Website Master, Cougar Connection Editor, and Co-Presidents.
- Oversees the execution of all actions by the committee members. Provides support and direction for committee members as needed.

## **Treasurer –**

### **Responsibilities:**

- Provides the Board of Directors with monthly reporting of the PTA finances.
- Reviews bylaws and relating to dues and finance.
- Attends all meetings and serve as an active participant on the Executive Committee/Board of Directors.
- Attends training workshops for treasurers.
- Properly receives, deposits, and disburses funds.
- Submits written reports at all general and board PTA meetings.
- Chairs the budget committee and assist in the formulation of the local unit's budget for the fiscal year. Fully understand the elements of the budget so as to be able to explain each line item to the General Membership.
- Pays, by check only, all financial obligations of the PTA as authorized by the bylaws, board of directors, or the membership.
- Forwards the state and national portions of the membership dues to the MD PTA by the first of each month.
- Works with Membership and Pass the Hat Chairs to coordinate safe handling of all funds.
- Preserves all vouchers, receipts, bank statements, canceled checks, and other records and submit to the auditor or auditing committee, board of directors, or membership when requested.
- Delivers to the successor, all books and records, including historical records, promptly at the conclusion of the term.
- Ensures the proper filing of state and federal taxes.

## **Secretary –**

### **Responsibilities:**

- Attends all meetings and serves as an active participant on the Executive Committee/Board of Directors.
- Attends training workshops for secretaries.
- Keeps an accurate, concise, permanent record of the proceedings of all meetings of the association and of the executive board.
- Has on hand for reference at each meeting a copy of the bylaws and standing rules, minutes of previous meetings, list of all committees, and an up-to-date list of all members.
- Reads the minutes of any previous meeting when called upon to do so.
- Has copies of the minutes prepared for members to expedite the meeting.
- Prepares the minutes and gives a copy to the president(s) soon after each meeting.
- Makes all corrections to the official minutes.
- Is prepared to help count a rising vote when requested and have blank paper available for voting by ballot.
- Is responsible for all records, documents and papers (except those assigned to others).

## Bothell High School PTSA Board of Directors Job Descriptions

### Awards – (Golden Acorn, Outstanding Educator, Outstanding Advocate, Lifetime Membership) –

The PTSA awards the Golden Acorn Award to a member who has, over the year, volunteered a tremendous amount of time and effort to various PTSA-related activities that benefit the school and the students. Nominees are solicited, selected and then the award is presented to the recipient(s). Outstanding Educator, Outstanding Advocate and Lifetime Membership awards are also included under this Board position and the requirements can be found on the Washington State PTA website. Awards are given at our May PTSA General Membership Meeting.

**BHS Wish List Coordinator** – The BHS Wish List coordinator job is ongoing throughout the year. The Wish List is much like an Amazon Wish List for the Bothell High School staff. The staff are encouraged to contact the coordinator directly with their wishes. The coordinator works with the staff members to help find where the products needed can be purchased/found, and finalizes the wishes for the Bothell High School community to sign up for. Wishes are listed on the website and are communicated through the Cougar Connection. This position requires close communication with staff, PTSA webmaster, and Cougar Connection editor.

**Bothell's Big Bash** – This board member(s) will coordinate the graduation party for the Senior Class.

**Business Supporter Chairperson** – This board member will seek sponsors who help further the aims, programs, and goals of the organization by providing money or in-kind donations. Logos/and or advertising will go in the weekly Cougar Connection and on the PTSA Website. This job is heavy during the summer and at the beginning of the year as contracts are being re-signed and new supporters are being contacted.

**Bothell Rocks Chair** – *This board member will work with ASB to put on a rock band concert as a designated fundraiser. There would be a committee formed to help with concessions, communications/advertising, t-shirt sales, ticket sales, equipment, and security. This committee would also help screen bands and lyrics. Profits from this event would be used towards needs designated by the PTSA. **Event not budgeted for 2019-2020***

**Cougar Connection E-News Editor** – This is a bi-weekly PTSA/school publication that is Bothell High School's primary communication vehicle. This board position Cougar Connection editor collects newsletter submissions, arranges the articles in an E-News Bulletin format, puts the items in print-ready form and then submits the edition to co-presidents for approval, then distributes email through distribution list, and forwards copy to Webmaster and Social Media Director. Newsletter submissions come from the school, the PTSA or the community. The newsletter is distributed to every subscriber electronically.

**Curriculum Night Chair(s)** – This position would be responsible for overseeing and coordinating curriculum night in the fall. Job entails working with Music Boosters, Drama Boosters, ASB, POGS (Parents of Graduating Seniors), Cheer, PTSA Membership, Pass-the-Hat, and Volunteer Coordinator to all be represented on this night and to have a designated space where they can meet other parents and have a voice. They would also be responsible for lining up volunteers to help hand out schedules, maps, and other hand-outs, as well as for setting up designated space for the above.

**Emergency Readiness** – This Board Member would organize a committee that is active all year. The committee assists in planning and implementing the safety plans for the school. This committee would make sure emergency supplies are up to date for the needs of the school, as well as a communication plan set up a phone tree, in the event that the entire school population needs to be contacted by phone in an emergency situation. This volunteer would sit on the BHS emergency team as the parent representative and would work with the team and administration to help coordinate work plans and communicate needs to the general membership as they arise throughout the year and also work with the school nurse and determine and communicate needs as they arise throughout the year.

**Financial Review Committee** – Performs a financial review of the Bothell High School PTSA books in January and in July each year.

**Hospitality** – This member would provide hospitality in the form of refreshments and by greeting and welcoming parents for PTSA Meetings.

**Legislation** – This PTSA representative keeps the PTSA membership informed about local, state, and national level issues, and how they impact our children. This Board member would give reports to membership at meetings as well as give updates for the Cougar Connection.

**Membership** – This board position is active through the entire school year recruiting members to support the PTSA activities. Membership recruitment takes place through our website, Cougar Connection, as well as through membership drives during Back to School Fair, Parent Link Night, Curriculum Night, and other designated parent events. Our membership has been going since its incorporation in 1955. Membership fees support PTSA sponsored activities and services. This position requires data entry, reconciliation of data, talking to parents and staff, and working closely with the Co-Presidents, Treasurer and Vice President of Resources.

**Nominating Committee** – Begins in September to recruit members to PTSA Executive Committee positions for the following year. This position is responsible for preparing the slate that is voted on by the General Membership at the March PTSA meeting.

**Parent Link Night Coordinators** – These individuals coordinate the Sophomore Parent Link Night that happens in late August. They work directly with counselor, Darrell Lee, in the planning and execution of this event. Coordinators solicit volunteers (approximately 30), arranges June training night for parent leaders, sends out reminders and plans the August event which includes speakers, student and staff help, handouts, tour and refreshments.

**Pass the Hat Committee** – This Board Member coordinates the “Pass the Hat” PTSA fundraiser. This activity is done once a year, during the school’s curriculum night in the fall. It is typically the only Bothell High School PTSA fundraiser that takes place during the year. Literally, hats are passed around in the classrooms while the teachers are discussing the school year ahead. Funds raised go toward meeting the PTSA operating budget, and to school grants, school events, scholarships, PTSA events, and PTSA committees.

**Reflections** – This position would oversee the reflections program at Bothell High School. The reflections program is a once-a-year, national PTA-sponsored event revolving around a theme. Students throughout the country submit their entries in the visual arts, in written form, or in a musical form relating to the theme. This Board Member promotes the program, distributes information and materials, collects entries, and processes them for recognition. The chosen winners’ submissions are forwarded to the School District level for further competition there. District winners move to the State competition and State winners move to the national competition.

**Senior Scholarships** – BHS PTSA offers 2 or more scholarships to deserving seniors each year to acknowledge their achievements, both scholastically and with volunteering in their school and community. This board member would solicit for applications, gather a committee, and review applications for the selection process. The scholarships are awarded at the May PTSA General Membership meeting.

**Social Networks** – Update our Facebook and Twitter pages as needed with news and current information.

**Staff Appreciation** – This committee is a year-long effort to show our appreciation for the staff and faculty at Staff Appreciation events such as the “Welcome Back Breakfast” at the end of August, Holiday celebration and gift raffle in December and other luncheons throughout the year. The PTSA honors the teachers and staff for their dedication to the school and our students. This could include hand baked treats, notes of appreciation, potluck lunches provided by the parents, etc.

**Student Directory** – This job is taken on early in the school year, and is an intensive but short term commitment only. This Board Member works with the school registrar and office manager to compile information for the directory. Student's names, parent's names, parent's addresses, phone numbers, and emails are compiled, typed in, proofread and then published. All work should be done and the directory should be available for email distribution before Thanksgiving.

**Volunteer Coordinator** – This role is ongoing throughout the year as needs arise. This person communicates the availability of help to staff members and then coordinates with staff as requests for help are made. These requests for volunteers are posted on our website as well as communicated through the Cougar Connection.

**Webmaster** – This Board Member would keep the PTSA website up to date with the current edition of the Cougar Connection, and information for upcoming events and opportunities for parents, students, and staff. This position would be ongoing throughout the school year and would require close communications with the Cougar Connection editor, PTSA Executive Committee, and PTSA Board of Directors to keep information current.