

Board Roles & Responsibilities 2024-2025

President

- Attends and presides over all Dessie Evans PTA board meetings and general membership meetings (if unable to attend, notify the Board and give your updates to the Vice President to present for you)
- Manage overall objectives and strategies of the PTA
- Act as a liaison between parents and principal/staff
- Assists in recruiting committee chairs
- Create an agenda with the Secretary and facilitate both the general membership meetings and monthly PTA board meetings
- Create school calendar with Principal, Office Manager and Dessie Evans PTA Board
- Create a budget with the Dessie Evans PTA Board
- Be an ex officio member of all committees except the nominating committee
- Delegates responsibility and develops leaders by empowering others and acknowledging their efforts
- Communicate regularly with officers and chairs and be available to members
- The President ensures that all officers, chairs, and committee members are current PTA members
- Oversees any contracts, plans of action, and committee reports
- In conjunction with the Volunteer Coordinator, seeks volunteers for various events, programs, and fundraisers
- Work with the PTA board to make the work of Dessie Evans PTA visible to the community
- Transition with and train the incoming President

Vice President

- Attends all Dessie Evans PTA board meetings and general membership meetings (if unable to attend, give your updates to another board member to present for you and notify President of absence)
- Create a budget with the Dessie Evans PTA Board
- Be an ex officio member of all committees except the nominating committee
- Supports and assists the President with all duties; if needed
- Is available to the Board and school in absence of President
- Vice President presides at meetings in the absence of the President
- Oversees any contracts, plans of action, and committee reports
- In conjunction with the Volunteer Coordinator, seeks volunteers for various events, programs, and fundraisers
- Work with the PTA Board to make the work of Dessie Evans PTA visible to the community
- Transition with and train the incoming Vice President

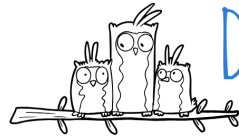
Secretary

Board Roles & Responsibilities 2024-2025

- Attends all Dessie Evans PTA board meetings and general membership meetings (if unable to attend, give your updates to another board member to present for you and notify President of absence)
- Take minutes at PTA board meetings and general membership meetings and forwards them to Dessie Evans PTA Board for approval within 7 days
- Submit general membership meeting minutes and provide meeting highlights and other important information to the Communication chair for inclusion on the website within 7 days
- Maintain copies of all minutes, correspondence, committee reports, newsletters, meeting notices, and other such documents in the official files of the Dessie Evans PTA
- Keep a notebook of legal documents (to remain at Dessie Evans PTA Office)
- Have an up to date list of all members at each meeting
- Issues notices of meetings no less than 10 days prior. Include the agenda, previous month's budget report, previous meeting minutes, and any other reports/information needed for the meeting.
- Make copies of the minutes for the next PTA meeting so they can be approved by the membership
- Maintain a roster of all members of standing and special committees
- Send communications on behalf of the Board of Directors as requested by the President
- Create agendas with the President for all board meetings and general membership meetings
- In conjunction with the Volunteer Coordinator, seeks volunteers for various events, programs, and fundraisers
- Work with the PTA Board to make the work of Dessie Evans PTA visible to the community
- Transition with and train the incoming Secretary

Treasurer

- Attends all Dessie Evans PTA board meetings and general membership meetings (if unable to attend, give your updates to another board member to present for you and notify President of absence)
- Prepare the annual tax return
- Checks PTA PO Box as needed
- Generate and maintain the PTA budget
- Inform committees of budgeted funds
- Keep a notebook of legal documents
- Pay bills and reimbursements as required
- Verifies any and all deposits; oversee ongoing PTA finances and ensure adherence to the approved PTA budget.
- Prepare and present budget report for each PTA board and general meeting
- Have monthly bank statements reviewed using non non-signer review checklist and signed off at each Dessie Evans PTA board meeting



Board Roles & Responsibilities 2024-2025

- Assure annual review of banking statements is completed on time
- Make sure insurance up to date and paid for
- Make sure all treasurer subscriptions are up to date and paid for
- Oversees management of the Dessie Evans PTA funds
- Works with committee chairs to obtain and track petty cash
- Serve as chair of the budget committee and present the budget to the membership
- Receive, issue receipts for, and deposit promptly in an authorized PTA account all funds, and disburse funds according to the approved yearly budget
- Close the books at the end of the fiscal year and submit the books and records for financial review to the Financial Review Committee no later than thirty days thereafter
- Submit any dues collected to WSPTA by deadlines prescribed by WSPTA policy
- Ensures another board member follows the PTA member/board member depositing any large deposit to the bank and or night drop.
- In conjunction with the Volunteer Coordinator, seeks volunteers for various events, programs, and fundraisers
- Work with the PTA Board to make the work of Dessie Evans PTA visible to the community
- Transition with and train the incoming Treasurer

Communication

- Attends all Dessie Evans PTA board meetings and general membership meetings (if unable to attend, give your updates to another board member to present for you and notify President of absence)
- Works with the Board of directors to develop and maintain all approved social media sites, website, and other communication tools
- Publish special event flyers and communications as needed and requested
- Ensures Facebook , Dessie Evans PTA website, and other social media remains updated with current posts
- Respond to Facebook messages/social media messages and comments in a timely manner (48 hour turn around)
- Ensures that the approved social media sites do not have inappropriate material posted to the site or in comments
- Ensures only approved students/people are in any posted material to the approved Dessie Evans PTA social media and website
- In conjunction with the Board, ensure that approved paid services are still needed and used to maximize effectiveness . Work with the treasure to assure the renewal of any communication accounts (domain registration, website renewal, etc)

Board Roles & Responsibilities 2024-2025

- Ensures the online calendar content is up-to-date with events, programs, ect (with input from committee chairs and board members)
- Support board members with various approved membership tool functionalities and features (content, online store, running reports)
- Adds Dessie Evans PTA logo to flyers when requested by other board members
- In conjunction with the Volunteer Coordinator, seeks volunteers for various events, programs, and fundraisers
- Work with the PTA Board to make the work of Dessie Evans PTA visible to the community
- Creates ALL flyers as needed and requested (English and Spanish). Work with the Dual Language chair for translation needs.
- Provides the Flyer Checklist to committee chair(s) and anyone requesting flyers to ensure all information needed is on the flyer.
- Assures ALL flyers are approved by Dessie Evans Elementary Admin before being published or sent to print.
- Transition with and train the incoming Communication chair

Membership

- Attends all Dessie Evans PTA board meetings and general membership meetings (if unable to attend, give your updates to another board member to present for you and notify President of absence)
- Develop and execute a membership campaign; present the campaign at board meeting; Board meeting date to be set by the PTA Board (advance notice will be given).
- Review and plan membership drives according to the membership awards deadlines posted on WaStatePTA.org
- Keeps an up to date roster of all members
- Works with Communications chair to ensure all member benefits information from WSPTA and NPTA are distributed to members and posted on PTA social media sites.
- Develops membership forms and enters all members into the WSPTA chosen site.
- Ensures there is a membership table at major school events as needed
- Work to find and mentor Membership Committee members as needed to maximize effectiveness and share the workload and membership recruitment efforts.
- Work with the Dessie Evans PTA Board to set a yearly membership goal
- Work with the Treasurer to ensure all payments to WSPTA and (if applicable) council are made accurately and timely
- In conjunction with the Volunteer Coordinator, seeks volunteers for various events, programs, and fundraisers
- Work with the PTA Board to make the work of Dessie Evans PTA visible to the community
- Transition with and train the incoming Membership chair

Board Roles & Responsibilities 2024-2025

Volunteer Coordinator

- Attends all Dessie Evans PTA board meetings and general membership meetings (if unable to attend, give your updates to another board member to present for you and notify President of absence)
- Create volunteer signup list or email sign-ups for volunteers as needed
- Keeping volunteer files current and in order.
- Ensure all volunteers have been approved through school district background check
- Ensure a volunteer sign in sheet is present and out at all PTA events. Provides a checklist to board members or committee chair(s) in charge of the event.
- Has a list of any person who volunteered at a PTA event throughout the school year, so they can be invited to the Volunteer Appreciation event held in June.
- Be in communication with the committee chairs in regards to their volunteer needs: find out how many volunteers they need, where they would need them, and for how long. Providing volunteers e-mail/contact info to committee chairs as needed.
- Send an email to all scheduled volunteers before any and all events/programs with the information they'll need regarding their roles and time frame at the event/program
- Provided Dessie Evans office staff a list of signed up volunteers before each PTA event
- Make sure a board member, committee chair(s) or appointed experienced volunteer welcomes all volunteers to any event & makes them feel comfortable. Ensure volunteers feel appreciated and heard.
- Help volunteers become familiar with the school policies, people, programs, and the building itself
- Coordinates with the help of the Board a Volunteer Appreciation event, held in June, before school is out.
- In conjunction with the Board of Directors, seeks volunteers for various events, programs, and fundraisers
- Work with the PTA board to make the work of Dessie Evans PTA visible to the community
- Transition with and train the incoming Volunteer chair

Fundraising

- Attends all Dessie Evans PTA board meetings and general membership meetings (if unable to attend, give your updates to another board member to present for you and notify President of absence)
- Make sure fundraisers fit our student/family demographic

Board Roles & Responsibilities 2024-2025

- Research and recommend to the Board different fundraising opportunities. Three different fundraising ideas and all information needed must be presented at a board meeting, dates specified by the PTA Board (advanced notice will be given).
- Monitors the success of fundraiser(s) and coordinates volunteers with the Volunteer Coordinator for the planning, set up, duration and clean up of the fundraiser(s).
- Relay all fundraising communication to the Board so everyone is up to date and knowledgeable of current fundraisers
- Work to find and mentor fundraising committee members as needed to maximize effectiveness and share the workload.
- Support committee chairs for key fundraising events
- Coordinate restaurant nights with committee members.
- Recommends changes to fundraising objectives and strategies at Dessie Evans Elementary.
- Following the PTA's fall and/or spring fundraisers, put together a formal report and present it at the next board meeting and general membership meeting updating all members of the outcome.
- In conjunction with the Volunteer Coordinator, seeks volunteers for various events, programs, and fundraisers
- Work with the PTA Board to make the work of Dessie Evans PTA visible to the community
- Transition with and train the incoming Fundraising chair

Dual Language (Proposed Committee)

- Attend all Dessie Evans PTA board meetings and general membership meetings (if unable to attend, give updates to another board member to present and notify President of absence)
- Translate PTA flyers, documents, and any other communications from English to Spanish

Board Roles & Responsibilities 2024-2025

- Act as a liaison/interpreter between our Spanish speaking families/community and PTA Board
- Advocate for our Spanish speaking families
- Share cultural knowledge with the Board so we can plan events that are inclusive and engaging to all
- Create a connection with the Hispanic community so they feel welcome at all PTA functions
- Ensure someone is assigned to act as a translator at events as needed
- In conjunction with the Volunteer Coordinator, seeks volunteers for various events, programs, and fundraisers
- Support the Board in making the PTA visible to the community
- Transition with and train the incoming Dual Language Chair

Advocacy (Proposed Committee)

- Attend all Dessie Evans PTA board meetings and general membership meetings (if unable to attend, give updates to another board member to present and notify President of absence)
- Communicate all advocacy & legislative news from Regional & State PTA groups to the Board and membership
- Share WSPTA advocacy news so members are aware of what their association is doing and how they can get involved
- Share how Council is actively advocating for the school district and provide a link to the website for accessing this information when applicable
- Ensure all Dessie Evans PTA members are given the opportunity to contribute their opinions in regards to legislative issues
- Partners with the school to ensure any adversity week or special days geared towards advocacy are showcased and celebrated
- Build a team of advocates to maximize effectiveness and share the workload
- Update Board and membership on current advocacy and legislative information
- Plan to attend the annual Legislative Assembly
- Pass on any additional information or responsibilities applicable due to any new bond or levy
- In conjunction with the Volunteer Coordinator, seeks volunteers for various events, programs, and fundraisers
- Support the Board in making the PTA visible to the community
- Transition with and train the incoming Advocacy Chair