

Roles and Responsibilities

President

- Attend and preside over all Dessie Evans PTA board meetings and general membership meetings (if unable to attend, give updates for the Vice President to present)
- Manage overall objectives and strategies of the PTA
- Act as a liaison between parents and Principal/Staff
- Assist in recruiting committee chairs
- Create an agenda with the Secretary and facilitate both the general membership meetings and monthly PTA Board meetings
- Create a school calendar with Principal and PTA board members
- Create a budget with PTA board members
- Be an ex officio member of all committees except the nominating committee
- Delegate responsibility and develop leaders by empowering others and acknowledging their efforts
- Communicate regularly with officers and chairs and be available to members
- Ensure that all officers, chairs, and committee members are current PTA members
- Ensure local PTA representation at council meetings if the local PTA is part of a council
- Oversee any contracts, plan of actions, and committee reports
- Maintain the Dessie Evans PTA website and online stores, in conjunction with the Vice President or other appointed admin
- Create, approve, and publish event flyers and other communications as needed
- Seek volunteers for various events, programs, and fundraisers
- Support the board in making the PTA visible to the community
- Transition with and train the incoming President

Vice President

- Attend all Dessie Evans PTA board meetings and general membership meetings (if unable to attend, give updates to another board member to present)
- Act as assistant to the President
- Lead the board and school in absence of the President
- Preside at meetings in the absence of the President
- Work with the president to maintain all social media sites, including Facebook and Instagram, and respond to all messages and comments within 48 hours
- Oversee any contracts, plan of actions, and committee reports
- Seek potential grants and/or awards that this PTA may be eligible for, and work in conjunction with the rest of the board to apply wherever applicable

Roles and Responsibilities

- Gather and disseminate information from the WA State PTA website, Legislative Assembly, etc to communicate to our members what their association is doing and/or what can be done In the absence of an Advocacy Chair
- Seek volunteers for various events, programs, and fundraisers
- Maintain an up-to-date volunteer database that is accessible to all board members/committee chairs as needed
- Ensure all individuals are approved through the district prior to volunteering
- Contribute to the volunteer appreciation committee
- Support the board in making the PTA visible to the community
- Create flyers as requested
- Transition with and train the incoming Vice President

Secretary

- Attend all Dessie Evans PTA board meetings and general membership meetings (if unable to attend, give updates to another board member to present)
- Take minutes at PTA board meetings and general membership meetings and forward them to board for approval within 7 days
- Submit general membership meeting minutes and provide meeting highlights and other important information to the president or other admin 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
- Ensure this PTA is in compliance with all Standards of Affiliation, in conjunction with the President
- Keep the legal documents notebook up to date
- Provide an up to date list of all members at each meeting
- Issue notices of meetings
- Make copies of the minutes for the next PTA meeting so they can be approved by the membership
- Maintain a roster of all standing and special committee members
- Send communications on behalf of the board as requested by the President
- Ensure the online calendar is up to date with events, programs, meetings, etc
- Collect information and articles from other board members, committee chairs, and school administrators in order to create and publish a PTA newsletter on a regular basis
- Ensure all emails, voicemails, text messages, and other communications receive an appropriate response in a timely manner (by end of day whenever possible), in conjunction with the President
- Create agendas with the President for all PTA board meetings and general membership meetings
- Seek volunteers for various events, programs, and fundraisers

Roles and Responsibilities

- Support the board in making the PTA visible to the community
- Create flyers as requested
- Transition with and train the incoming Secretary

Treasurer

- Attend all Dessie Evans PTA board meetings and general membership meetings (if unable to attend, give updates to another board member to present)
- Oversee management of the PTA funds
- Generate and maintain the PTA budget
- Prepare the annual tax return
- Pay bills and reimbursements as required
- Inform committees of budgeted funds
- Keep the legal documents notebook up to date, in conjunction with the Secretary
- Oversee ongoing PTA finances and ensure adherence to the approved budget
- Prepare and present budget report for each PTA board and general membership meeting
- Review and sign off on monthly bank statements at each PTA board meeting
- Ensure annual review of banking statements is completed on time
- Verify insurance is up to date and paid for
- Verify subscriptions payments
- Keep track of all petty cash on hand during events
- Verify cash/checks received and complete deposits within 24 hours of receiving it
- Serve as Budget Committee Chair and present the budget to the PTA members
- Receive, issue receipts for, and promptly deposit all funds in an authorized PTA account, and disburse according to the approved yearly budget
- Close the books at the end of the fiscal year and submit 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
- Ensure PTA board member completes all bank deposit drop offs
- Seek volunteers for various events, programs, and fundraisers
- Support the board in making the PTA visible to the community
- Transition with and train the incoming Treasurer

Roles and Responsibilities

Membership

- Attend all Dessie Evans PTA board meetings and general membership meetings (if unable to attend, give updates to another board member to present)
- Develop membership campaigns/contests and prepare campaign materials
- Keep an up to date roster of all members
- Distribute information about member benefits from WSPTA and NPTA
- Develop membership forms and enter all members into the WSPTA MemberPlanet
- Submit updates for social media and newsletter posts to the president or other admin as needed
- Plan membership drives according to the Membership Awards deadlines posted on WaStatePTA.org
- Ensure there is a membership table at major school events as needed
- Set a yearly membership goal (in collaboration with the PTA board)
- Lead membership recruitment efforts
- Ensure payments to WSPTA and council are made accurately and timely (in collaboration with the Treasurer)
- Seek volunteers for various events, programs, and fundraisers
- Support the board in making the PTA visible to the community
- Transition with and train the incoming Membership Chair

Fundraising

- Attend all Dessie Evans PTA board meetings and general membership meetings (if unable to attend, give updates to another board member to present)
- Work to find and mentor fundraising chairs for various fundraisers
- Work with the PTA board to help decide on different fundraisers by researching and making appropriate recommendations
- Support committee chairs for key fundraising events
- Monitor the success of fundraisers and recommend changes to fundraising objectives and strategies continuously
- Research and recommend to the board different fundraising opportunities and ideas
- Ensure fundraisers fit our student/family demographic
- Coordinate restaurant nights
- Relay all fundraising communication to the PTA board so everyone is up to date and knowledgeable of current fundraisers
- Seek volunteers for various events, programs, and fundraisers
- Support the board in making the PTA visible to the community

Roles and Responsibilities

- Transition with and train the incoming Fundraising Chair

Dual Language

- Attend all Dessie Evans PTA board meetings and general membership meetings (if unable to attend, give updates to another board member to present)
- Translate PTA flyers, documents, and any other communications from English to Spanish
- Act as a liaison 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
- Seek 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

- Attend all Dessie Evans PTA board meetings and general membership meetings (if unable to attend, give updates to another board member to present)
- 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
- Build a team of advocates to maximize effectiveness and share the workload
- Update board and membership on current advocacy and legislative information
- Discover and announce advocacy and legislative events of interest/concern to PTA members
- Plan to attend the annual legislative assembly

Roles and Responsibilities

- Pass on any additional information or responsibilities applicable due to any new bond or levy
- Seek 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