

# RMS PTSA Job Descriptions

Updated October 21, 2021

**RMS PTSA Mission Statement:** To support, engage, and advocate for our students, staff, and community.

We are dedicated to creating a welcoming and accessible academic community through our programs, activities, and financial support.

## Executive Board Positions

Executive board members are responsible for maintaining the PTSA unit in good standing by fulfilling WSPTA Standards of Affiliation (SOA) and holding fiduciary responsibility. All may be co-positions except treasurer.

**Co-President:** The position of Co-President is a voting member of the RMS PTSA Executive Board and is required to attend all General and Board Meetings, attend monthly meeting with principal or member of administration, attend monthly LWPTSA Council meetings, and complete one Council Approved Training per year. The Co-Presidents will work together to oversee and coordinate the work of the Executive Board to run a PTSA effectively while presiding over all PTSA Board and General Membership meetings. This position will serve as the official contact, communicator and representative of the PTSA and will work with the board, the principal, and the ASB to determine yearly goals and execute them effectively. Co-Presidents are authorized signers for PTSA bank accounts as well as all contracts and authorizations for payment. They are also ex-officio members of all committees (except nominating) and will work to maintain/submit all legal documents as required by WA State PTA. The presidents will also be responsible for overseeing the Grants Program, preparation of the annual council scholarship basket (with VP Fundraising), and managing the annual PTSA Awards program. Responsible for updating standing rules annually as needed. Expected to effectively work together and lead the board to connect families, school, and community to support student success.

**Secretary:** The position of Secretary is a voting member of the RMS PTSA Executive Board and is required to attend all General and Board Meetings and complete one Council Approved Training per year. In addition, the secretary will prepare agendas for Board and General Membership meetings, record and distribute minutes of Board and General Membership meetings, and maintain a complete file of all approved minutes, agendas, and materials distributed at any official PTSA meetings. The secretary will also maintain a legal documents binder. This position is responsible for reporting any correspondence as needed on behalf of the PTSA and with approval of the Board. The secretary collects all PTSA mail weekly and distributes it as appropriate. They review and sign monthly bank statements for accuracy and provides them to Treasurer within 7 days of collection. Additionally, the secretary will update school bulletin board displays with current PTSA news and information and work with administration to update the reader board with pertinent information.

**Treasurer:** The position of Treasurer is a voting member of the RMS PTSA Executive Board and is required to attend all General and Board Meetings and complete one Council Approved Training per year. The Treasurer will maintain permanent records to track funds and financial transactions, and as the chair of the budget committee will prepare the annual budget for adoption by the General Membership. The treasurer is also required to pay all PTSA bills as authorized by Board or General Membership, prepare monthly reports and present these reports at every Board and General Membership meeting. The treasurer also prepares and presents an annual financial report to the membership. This position is also required to submit taxes and reports required by PTSA bylaws, insurance or federal and state governments on/before the proper due dates.

# RMS PTSA Job Descriptions

Updated October 21, 2021

**VP Communications:** The position of VP Communications is a voting member of the RMS PTSA Executive Board and is required to attend all General and Board Meetings and complete one Council Approved Training per year. The VP Communications will work with the Newsletter Editor, Social Media Coordinator, Webmaster, Student Directory and Griz Biz/Welcome Packet to ensure all communication from the PTSA is effective and in working order and provide monthly status reports to the board. The VP Communications will be responsible for both printed and electronic communications as well as all account names and passwords for web hosting, domain name, social media accounts, and for any information associated with any PTSA related communications accounts. This VP will also be responsible for developing membership surveys, and posting and updating a current calendar of events, contact information for PTSA officers and chairs, and all PTSA documents and forms as needed.

**VP Enrichment:** The position of VP Enrichment is a voting member of the RMS PTSA Executive Board and is required to attend all General and Board Meetings and complete one Council Approved Training per year. The VP Enrichment will work with appropriate chairs to support and promote the Reflections Program, online enrichment programs, clubs (Math, Science, Spelling Bee, etc.), and the Drama program musicals. This position is responsible for monitoring the successful execution of all related events, budgeting, and timelines, and will provide monthly status reports to the board.

**VP FACE:** The position of VP FACE (Family and Community Engagement) is a voting member of the RMS PTSA Executive Board and is required to attend all General and Board Meetings and complete one Council Approved Training per year. This position will support programs and events that aim to make all members of our school community, including new families, feel welcome at RMS and at all PTSA events. The VP will work with executive board and the administration to provide educational and informational events/speakers for the school community on issues that are of concern or of importance to our school community, supporting Advocacy, Career Expo, Community night/services, International Night, Pantry Packs, Parent Education and Special Needs. The VP will work to find suitable speakers and events, schedule and advertise these events, and provide refreshments and materials as needed. The VP will work closely with chairs to ensure that all groups are welcome at all events.

**VP Fundraising:** The position of VP Fundraising is a voting member of the RMS PTSA Executive Board and is required to attend all General and Board Meetings and complete one Council Approved Training per year. The VP Fundraising will work with the executive board, the administration, and all appropriate chairs to support the annual fundraising programs including Pass the Hat donation program and donor appreciation, the grant request and writing processes, and affinity fundraising programs. This VP coordinates RMS PTSA's participation in the annual LW PTSA Council fundraiser program, which is the Scholarship Auction Basket.

**VP Volunteers:** The position of VP Volunteers is a voting member of the RMS PTSA Executive Board and is required to attend all General and Board Meetings and complete one Council Approved Training per year. This position works to coordinate and create sign-ups for all volunteer needs for PTSA, and school events as needed. Events will include but are not limited to Laptop Check-In/Check-Out, Picture Day, Socials, Library Help, and any other event volunteer needs. The position is responsible for maintaining a current list of volunteers and dispersing the list to each department and committee as well as advertising volunteer needs and opportunities to the school community. Works with Awards Committee in spring.

# RMS PTSA Job Descriptions

Updated October 21, 2021

**Membership Director:** The position of Membership Director is a voting member of the RMS PTSA Executive Board and is required to attend all General and Board Meetings and complete one Council Approved Training per year. The chair will work to create and implement a membership plan, promote membership throughout the year, collect dues, and distribute membership cards. The chair will attend events and distribute and collect membership forms and payments as necessary. The chair will maintain up-to-date member records using approved software and report each month on the status of memberships to the Board.

**Staff Support Director:** The position of Staff Support Director is a voting member of the RMS PTSA Executive Board and is required to attend all General and Board Meetings and complete one Council Approved Training per year. This position will work with the Staff Appreciation chair, Library Volunteers Coordinator, Emergency Preparation (E-Prep) chair, Hearing and Vision Screening, Picture Day, Griz Biz, etc. This position will support school administration, the PTSA and the ASB with these events, and provide refreshments as requested.

## **Chairs, Coordinators & Committee Positions**

**Advocacy Chair:** Advocacy is a vital part of PTSA, as it is the voting from local PTSAs that determines where our state and national PTA place focus. This is a way you can directly influence legislation and government handling of current problems facing our students, teachers and community. Attend two events per school year (Oct. & Feb.), in the Seattle area and pass along monthly updates to our community through PTSA newsletters and social media. Help to promote in-person advocacy opportunities (Learn and Lunches, etc.), and encourage members to submit issues and/or resolutions for the WSPTA legislative platform. This chair will support bond and levy election efforts in coordination with the LWSD. This chair reports to VP FACE.

**Budget Committee:** This committee shall be appointed by the board no later than March to review current budget and make suggested changes for the next school year at the General Membership meeting in May/June. This committee should consist of current/incoming president(s) and current/incoming Treasurer and other members appointed by the board. Work with all VPs and chairs to ensure the proper allocation of necessary funds. Reports to Treasurer.

**Clubs (Math, Science, Spelling Bee, etc.):** File a "Committee Plan of Action" for approval with the executive board, promote registration to all students, create and manage club budget (including any needed fundraising), recruit volunteers, request building use, etc. Club chairs report to VP Enrichment.

**Community Language Liaison:** This volunteer will work closely with the VP FACE, all community liaisons, and the LWPTSA Council to communicate community education event opportunities to all language communities within the school. This volunteer will assist with securing document and oral translation services as able.

**Drama Chair/Musical Producer, 6<sup>th</sup> and/or 7<sup>th</sup> and 8<sup>th</sup> Grade:** The RMS PTSA Drama program is open to all RMS students. The Producer works with VP Enrichment to secure a director and choreographer for their chosen musical, coordinates auditions, building and theater use, as well as a large number of volunteers to assist in the production and in chaperoning rehearsals. May run with all 3 grades or as separate productions. Previously, auditions for the 7<sup>th</sup>/8<sup>th</sup> grade production have taken place in late Oct/Nov; performances are late Jan. at the Redmond High School Performing Arts Center. Auditions for a possible 6<sup>th</sup> grade production follow with performances in May at RMS or RHS PAC. Reports to VP Enrichment.

# RMS PTSA Job Descriptions

Updated October 21, 2021

**8<sup>th</sup> Grade Celebration:** This chair will be responsible for working with school administrators and ASB to plan, organize and chaperone the annual 8th grade celebration. Reports to Staff Support Director.

**Emergency Preparedness Chair:** This chair is responsible for the successful support of the school's emergency preparedness program as well as emergency supplies for use of the staff, students, and administration should there be a natural disaster or community emergency. The e-prep chair must attend council e-prep events and meetings and complete one Council Approved Training per year. The chair is responsible for maintaining a master supply list with expiration dates, organizing and mapping the storage space, removing and replacing items when expired, and communicating updates with the board, administration, and the school district of supply and expirations. This chair reports to Staff Support Director.

**Facebook Editor:** This volunteer will be responsible for weekly (or more) updates and creative content for our social media presence, working closely with VP Communications and the newsletter editor to ensure information is shared and promoted across all platforms accurately and in a timely manner. Manage the RMS PTSA Facebook account. Reports to VP Communications.

**Field Day:** Coordinate with RMS administration and VP Volunteers to support field day in June. Reports to Staff Support Director.

**Financial Review Committee(s):** This committee shall be appointed by the board in the fall/winter to provide a thorough Financial review of all PTSA records and books. This committee shall convene in January for a mid-year Financial Review and again in June for a year-end Financial Review. Responsibility to provide all findings and recommendations to the Treasurer to be given as a full report at both a board and general meeting. No accounting experience required. Time commitment approximately 2 to 3 hours per review, at a date/time set by the members of the committee. Reports to Treasurer, although Treasurer is not on the committee.

**Grants:** This chair shall be appointed by the board to review the staff grants submitted by RMS staff for PTSA fulfillment. The committee will be responsible for communicating the grants schedule to the staff, receiving, organizing and presenting all applications to the board for discussion and approval. It shall convene in fall for first round of grants and again in winter/spring for secondary round of grants if funding allows. Work to research the history and background of all grants for board discussion. Communicate with staff on grants status and work with the treasurer on payment of approved grants. This chair reports to Treasurer.

**Green Team:** While all Green Team activities are kid-powered, we need parent volunteers to share in the fun. No experience necessary, just a desire to work with kids and build a more sustainable school environment. Reports to VP Enrichment.

**Griz Biz Welcome:** Griz Biz takes place in August so students can take care of business before the first day of school. These volunteers will work with RMS administration and ASB to organize packet assembly (typically the 2<sup>nd</sup> Wednesday in August 9-1pm), picture taking (if included), PTSA table, identification card printing and distribution, and more. Reports to Staff Support Director.

**Hearing & Vision Screening Coordinator:** Assists district nurses during hearing & vision screening testing. Assign and direct other volunteers to stations. One day, approximately 6 hours. Reports to Staff Support.

**Hospitality:** Coordinate refreshments for various events, such as Curriculum Night. Reports to Staff Support.

# RMS PTSA Job Descriptions

Updated October 21, 2021

**International Night Chair:** This chair will be responsible for creating a team of volunteers to work together to plan and implement the annual event, a celebration of the many cultures that make up RMS and its community. Students and families coordinate displays, performances and share delicious food with one another at a fun-filled event in March. The International Night Chair reports to VP FACE.

**Library Volunteer Chair:** Be the point person to solicit volunteers and collaborate with librarian to schedule volunteer shifts to return books to shelves, check out books to students, etc. Reports to Staff Support Director.

**Newsletter Editor:** This volunteer is responsible for gathering articles and creating the bi-weekly RMS PTSA newsletter, Bear Tracks, which is used to communicate to and keep the school community informed of all PTSA and school information. Most articles are already written, so plugging them in and scheduling takes about half an hour every other week during the school year. The editor is responsible for the timely maintenance of the following: submission requests, newsletter updates, editing the information and verbiage to be accurate and appropriate, all formatting including links/forms/documents, adding and removing recipients as needed, timely delivery of newsletter on set day/time, and providing archive links to the webmaster for housing past newsletters on website. Reports to VP Communications.

**Newsletter Translators:** Volunteer(s) translate the PTSA newsletter and save it as a .pdf to be accessible to community members as needed on the website simultaneous to the newsletter's publication. Reports to VP Communications.

**Nominating Committee:** This committee shall be elected in the fall and work together to find suitable candidates to fill all elected positions for the following school year. The committee will present its final slate of nominees no less than 15 days prior to the general membership meeting in May/June for voting. Additional guidelines for this committee are located in the Washington State PTA Nominating Committee Handbook.

**Ongoing Partnerships/Affinity Programs Coordinator:** This volunteer is responsible for the successful operations of our affinity programs; these fundraising programs currently include but are not limited to: Amazon Smile and Fred Meyer (Kroger). The duties of the volunteer will be to ensure the program is appropriate for the school community to participate and associate with, work with the VP Fundraising and Treasurer to ensure it is a worthwhile program, search for additional possible Affinity programs, and communicate those to the board. The volunteer will also work with VP Communications to advertise the programs to the RMS community throughout the year to encourage participation. Reports to VP Fundraising.

**Pantry Packs Chair:** This volunteer works with RMS counselors and the Pantry Packs team at Lake Washington Schools Foundation (LWSF) to coordinate weekly food packs to send home discretely with those in need. PTSA adds value to packs with weekly fresh fruit per approved budget. Chair may or may not also transport packs from LWSF warehouse to RMS with their own vehicle. This chair reports to VP FACE.

**Parent Education Coordinator:** This volunteer will work closely with the VP FACE to find speakers, panels, webinars, events, programs, etc. that provide relevant and meaningful parent education opportunities to our RMS families by working with the council, the district, and RMS families. They will book speakers, in-school venues, and communicate and promote the events to the community. This volunteer should also work with the external grant writer to find grants to cover costs if possible. Reports to VP FACE.

# RMS PTSA Job Descriptions

Updated October 21, 2021

**Picture Day Chair:** Assists contracted photographers on Photo Day (might be during Griz Biz) and also Photo Retake Day. Assign and direct volunteers to stations. Two days – approximately 8 hours per day. Can be Co-chaired & done in shifts. Reports to Staff Support Director.

**Reflections Chair:** This chair position works to support the Reflections program, a National PTA arts program, and is responsible for advertising the program to ensure that students know of the opportunity. The chair collects students' submissions, recruits judges from the community to determine which works of art will pass to the Council level, organizes an event to display artwork, and submits winners to PTSA Council. After the event, the chair returns all work to students with appropriate recognition and submits all winning entries to the newsletter. Reports to VP Enrichment.

**Service Awards Committee:** This board-appointed committee helps to recognize our outstanding volunteers who have played an integral part in our success all year long. Awards may include: Golden Acorn and Outstanding Educator Awards. The volunteers work closely with the president(s) and the VP Volunteers to find the best candidates while also securing nominations from the board, RMS staff, students, and families. The committee updates the awards form annually and sends it out through the newsletter and social media accounts. After winners are determined, the committee invites winners and their families to the small end-of-year awards event, which the committee plans with the co-presidents to celebrate both scholarship winners and PTSA awards recipients. Set up includes ordering all award plaques, flowers, and refreshments. The committee presents the awards at the event and publicly posts the winners in the PTSA Newsletter and website. Reports to VP Volunteers.

**Special Needs Chair:** This chair will work to support the special needs community by attending monthly Council meetings and reporting information to the RMS PTSA board, membership, and administration. This chair will work with the VP FACE and community liaisons to help the school community to understand and embrace the uniqueness of all individuals, identify and break down barriers and let the PTSA know how they can help to develop and share resources/information/outreach programs available in our community and surrounding communities. Reports to VP FACE.

**Staff Appreciation Chair:** This chair will help to provide special lunches and treats for RMS Staff throughout the year. The chair is responsible for working with the VP Volunteers to organize a committee or volunteers to donate food and help with set up and clean up for each staff appreciation event by creating sign-ups and advertising this information and planned dates to the staff and the board. Reports to Staff Support Director.

**Student Directory Editor:** Review, edit and publish student directory. Online directory is complimentary with purchase of PTSA membership, printed copies will be charged a nominal fee. Reports to VP Communications.

**Student Recognition Chair:** Partner with Administrators and ASB to recognize students for demonstrating the Grizzly Way. Examples include purchasing (with preapproved PTSA funds) 1,000 granola bars in September, 1,000 otter pops in November or 1,000 bags of goldfish during state testing. Reports to Staff Support.

**Webmaster:** This volunteer will work to ensure that the current technology meets the needs of the PTSA, maintain the website and make website content updates as needed and requested. This volunteer will work closely with the VP communications, the Bear Tracks editor, and the social media coordinator to ensure accurate website content. Reports to VP Communications.