

ALKI ELEMENTARY PTA EXECUTIVE BOARD ROLES & RESPONSIBILITIES

PRESIDENT / VICE PRESIDENT – ELECTED OFFICERS

PTA President and Vice President should be thoughtful, respectful and great at communicating calmly, even when faced with a tough decision or unexpected emergencies. This role allows for facilitation of new ideas and a fresh take on “what’s happening” at Alki!

Annual Responsibilities:

- Check that PTA membership dues has been submitted by treasurer
- Check that taxes have been filed by treasurer
- Check that insurance has been purchased/ paid by treasurer
- Attend PTA officer training (about 3 hours) offered several times a year
- Confirm all Event Chairs and Program Chairs for following year (This occurs in the Spring, prior to budget meetings)
- Confirm Treasurer informed all people who submitted a budget request of their request approval, partial approval or denial
- Update dates and minor changes to all PTA forms for Welcome Packet with the Secretary (August)
- Create school and PTA calendar with principal (late Spring)
- Participate in Budget Committee – 2 or 3 meetings in early spring (This is your chance to voice where PTA dollars are spent)

Monthly Responsibilities:

- Create Board Meeting Agenda
- Lead Board Meeting
- Create General Meeting Agenda
- Lead General Meeting
- Schedule child care for PTA meetings and some events
- Currents Letter from President / PTA Board (Can be written by the President or a VP)
- Review Currents prior to publication
- Look over PTA budget

Responsibilities for Events:

- See Event Checklist document
- President is responsible for overseeing all PTA events
- Speak at All School Popsicle Social, Back to School BBQ, Kindergarten Social, Auction – intro and/or closing, Musical – if requested, Arts Showcase – if requested, Spring BBQ, and Fifth Grade Breakfast
- Give a thank you card to each event chair (VP can do this too!)
- As needed, sign checks with treasurer (5 minutes!)

Weekly Responsibilities:

- Daily- review alkipta@gmail.com emails and president@alkipta.com emails and respond as soon as possible
- Check PTA mailbox 3-5 days/week or select a board member to do so (Secretary or Treasurer are good choices)
- Principal meeting once per week (to check in with needs, plan event dates, calendar and relay parent info to principal and vice versa)

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TREASURER – ELECTED OFFICER

Weekly Responsibilities:

- Write checks (all-cosigned with another approved signer on the Executive Board)
- Make deposits through Chase Bank (Include supporting documentation/reimbursement request)
- Check locked mailbox at the school and at Alki Mail & Dispatch (2-3 Times per Week)

Monthly Responsibilities:

- Generate Profit & Loss/Budget Updates for Executive Board and General Meetings (Monthly or per request)
- Manage accounts (checking/savings) both manually and through PT Avenue (or web based accounting software of choice once approved by PTA Board.)

WA State PTA Required Action Checklist (currently completed by Treasurer):

- Reimburse/mail membership service fees to WSPTA office Pay AIM Insurance premium (Annually by October 25th)
- Complete Federal Income Tax Return (990 EZ Annually by November 15th)
- Complete Business License Renewal (City of Seattle by December 31st)
- Send IRS Form 1099MISC to all independent contractors (Annually by January 31st)
- Complete Charitable Solicitations Act Registration & Annual Report (By May 31st)

SECRETARY – ELECTED OFFICER

Weekly Responsibilities:

- Check the PTA mailbox a minimum of 2-3 times per week (or coordinate with PTA President and/or Treasurer.)

Monthly Responsibilities

- Provide a sign-in sheet for Board Meetings and General Meetings
- Take the Minutes for Board Meetings and General Meetings
- Provide minutes to PTA Board members and post for membership within two weeks of meeting date
- Provide copies of the prior meeting's minutes (and agendas per President's request) at all meetings
- Review the Bank account statements checking for any variances, discrepancies and/or unusual activity

Annual Responsibilities

- Coordinate with the PTA Board the "Welcome Packet" information (or PTA Handbook)
- Coordinate with the school secretary to distribute "Welcome Packet" (or PTA Handbook)
- Keep and maintain a binder/folder with the past 2 years of meeting minutes

MEMBERSHIP CHAIR – DESIGNATED VOLUNTEER

- Organize Back To School Membership Campaign and additional drives throughout the year including all PTA communications/flyers necessary
- Update Alki PTA membership form as needed
- Input all PTA members and additional household information into WSPTA database: PT-Avenue and monitor online join.

BUILDING LEADERSHIP TEAM PTA REPRESENTATIVE – APPOINTED BY PRES.

- Attend monthly BLT meetings and either PTA Board or General meetings and act as liaison between PTA Board, PTA membership and BLT

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EVENTS CHAIR – DESIGNATED VOLUNTEER

The Events Chair is role that brings with it the opportunity to meet many of Alki's wonderful volunteers and families by overseeing and helping to facilitate all the PTA Sponsored Events throughout the year. This role's responsibilities vary throughout the year dependent on current events and the needs of program facilitation. There are not specific duties to occur on a weekly, monthly or annual basis rather the Events VP maintains involvement and facilitation of events throughout the year or as needed.

- Securing Chairs for all PTA sponsored events and programs (15-20 annually)
- Communicating with Event Chairs and assisting, as needed, in the weeks leading up to the event and being present at the event (or delegating another Board member to be present.)
- Updating and maintaining the "Events Binder" and Events Dropbox file with current info and resources to relay to Event Chairs including "Event Checklist" and information pertaining to individual events.
- Working with Event Chairs to submit timely events announcements to make Enews and Currents deadlines as well as follow up thank yous to volunteers in the same publications.
- Assisting Event Chairs in creating flyers for promoting events and distributing them following Kid Mail protocol (must be in teacher's boxes by noon on the preceding Tuesday to be included in Wednesday's Kid Mail – Kid Mail is ONLY distributed on Wednesdays.)
- Overseeing that Event/Program Chairs submit budget proposals for the following year's events (or submit them personally for any Events/Programs that do not have Chairs in place.)
- Thanking all Event Chairs following event and in end of year Currents.

In addition to these responsibilities Events VP will be the PTA representative who will submit building requests to the online request website: School Dude. This will include creating an account and, once the PTA Sponsored Event dates are determined by the Principal and PTA President, inputting the requests at the beginning of the school year (around the 2nd or 3rd week of the year) and then keeping up with additional requests or changes throughout the school year. There are instructions on how to submit to School Dude in the Events Binder.

FUNDRAISING CHAIR – DESIGNATED VOLUNTEER

The Fundraising Chair is responsible for managing a team of volunteers who manage all the various fundraising activities that contribute to the budgeted income for the school year. Most years the income expected from fundraising is targeted at \$100K to meet objectives.

The Fundraising Chair brings all proposed fundraisers to the board for approval before executing. Each fundraiser should also be included in the budget request for the year although some fundraising opportunities can be added during the year, if approved by the board and principal.

The Fundraising Chair is not fully responsible for managing all the initiatives but must drive a team of volunteers to execute the planned fundraisers. To do this he or she must have visibility into each activity and status on a monthly basis at the very least. He or she is the point of contact for all things 'income' and works closely with the treasurer and school principal to create a plan for the year. Once the plan is agreed upon, it's all about making it happen. For many activities, there will be a volunteer who will be the coordinator and that person will manage all the legwork for that fundraiser (ex. Box Tops). The responsibility here for the Fundraising Chair would be to make sure that the volunteer is executing to the plan.

When all fundraisers are defined, you will work with the volunteer in charge of each to assure that all aspects are covered including promotion, fliers, newsletter articles, plans, deadlines etc. It's your role to make sure that each endeavor is a success and that those who manage them have what they need to succeed. All expenses for fundraising must be approved by the Fundraising Chair.

You will need to be very organized, detail-oriented and comfortable making recommendations and decisions.

The Auction and Alki-a-Thon are the biggest fundraisers. Each will have a team of volunteers who handle the work that goes into making it a success, but you will need to fill in any gaps to make sure that the fundraiser meets its financial objective.

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COMMUNICATIONS CHAIR – DESIGNATED VOLUNTEER

The Communications Chair is a voice for the school, representing the PTA, teachers and office. It is the role of the Communications Chair to solicit and take requests from each of these sources for publishing in the PTA Currents, e-News and Facebook. The Communications Chair should be positive, friendly, and informative to our parent community in all outgoing publications. The materials that the Communications Chair produces are crucial to setting the “tone” of Alki Elementary School.

The Communications Chair is also the contact for the following volunteer roles. When the volunteer responsible for any of these roles has questions, concerns, etc., they should first approach the Communications Chair who will then bring the information to the Board as necessary:

- Room Parent Liaison, to ensure communication is cohesive and consistent throughout all classrooms
- BLT Representative, to circulate the updated information via e-News and/or Currents
- Legislative Representative
- Facebook Manager
- Arts Education/Arts Showcase Chair
- Lost and Found Chair
- Passport Club Chair(s)
- Running Club Chairs
- Yearbook Chair

Skill Set Needed for this Position:

- Good written communication skills, must be able to present information in a creative, positive, and clever way
- Good research skills, must be able to gather information from separate sources, including but not limited to: PTA meetings, informal conversations, Seattle Public Schools website, WA PTA website, National PTA website, West Seattle Blog, and West Seattle Herald
- Good aesthetic and basic understanding of design
- Strong computer skills including proficiency in MS Publisher (or equivalent), Constant Contact, and Facebook
- It helps to be highly organized and somewhat flexible!

Ad-Hoc Responsibilities

- Facebook updates, if no Facebook Liaison is available
- Add new contacts to Constant Contact as requested
- Monitor alkipta@gmail.com account and contact@alkipta.com account and respond as quickly as possible

Weekly Responsibilities (e-News)

- Send e-News information requests
- Manage e-News updates in Constant Contact
- Send e-News publication by **5:00AM each Tuesday**

Monthly Responsibilities (Currents Newsletter)

- Send Currents information requests to pertinent contributors
- Manage Currents updates in MS Publisher
- Send Currents publication for photocopying or photocopy at school
- Distribute Currents to teacher mailboxes by **the first Tuesday of each month**