



## Elected Officers – Job Descriptions

### President

- Review WA PTSA online documents for presidents.
- Oversees and coordinates the work of the board to run a PTSA effectively
- Presides at PTSA board and association meetings
- Serves as the official contact, communicator and representative of a PTSA
- Designated as an authorized signer for PTSA checks, contracts and authorizations for payment
- Serves as ex-officio member of all committees except the nominating committee
- Works with other PTSA leaders to connect families, school and community to support student success
- Attend monthly meeting with Skyview principal
- Attending or finding a representative to attend all Northshore PTSA Council meetings

Requirement: 1 training class.

### Vice President – Communications

- Review WA PTSA online documents for VP.
- Attend monthly PTSA Board Meetings.
- Attend PTSA General Membership Meetings – currently 3 per year.
- Attend monthly meetings with Skyview MS Administration and PTSA President.
- Step in for President as needed.
- Send communications to the Skyview office manger for their newsletter and morning announcements
- In charge of all PTSA communications.
- Website
- Newsletter
- Social Media
- 

Requirement: 1 training class.

## **Vice President-Membership**

- Review WA PTSA online documents for VP.
- Attend monthly PTSA Board Meetings.
- Attend PTSA General Membership Meetings – currently 3 per year
- Creating and implementing a membership plan.
- Promoting membership throughout the year at all PTSA events.
- Providing membership reports at PTA board and PTA membership meetings.
- PTA chairs are responsible for updating the PTavenue website with new members and answering any membership related questions at school events.

Requirement: 1 training class.

## **Secretary**

- Review WA PTSA online documents for Secretaries
- Assist the President in developing meeting agendas
- Record minutes of PTSA meetings.
- Assist as necessary in PTSA business including record keeping and correspondence.
- Maintain legal document notebooks in collaboration with the President.
- Act as liaison between PTSA, school administration, and the district for facility usage.
- Organize and submit all facility usage and warehouse requests to the district on behalf of Skyview PTSA.
- Attend monthly PTSA Board Meetings.
- Attend PTSA General Membership Meetings – currently 3 per year.
- Attend WA state PTSA conventions, leadership conferences, and/or regional trainings.

Requirement: 1 training class.

## Treasurer

- Review WA PTSA online documents for treasurers.
- Ensure three current Board Members are on the Bank Signature card at the start of the year.
- Assure all PTSA funds are promptly deposited into the PTSA bank account. Review Receipts of Revenue for any discrepancies before deposits are made.
- Pay all authorized financial obligations of the PTSA (aka - cut checks for invoices and reimbursement requests) in a timely manner.
- Keep an accurate and detailed account of all funds received and disbursed (notebook and Quickbooks). Preserve all receipts, invoices, bank statements, cancelled checks, and other financial records as specified in binder.
- At the end of every month, update an Excel budget spreadsheet using summary from Quickbooks, provide transaction info from Quickbooks to the person reviewing the bank statements and reconcile the Bank statement with Quickbooks.
- Submit a detailed, written monthly financial report (budget spreadsheet) at each meeting of the PTSA membership and each meeting of the board of directors. Submit written reports by mail or email to the board during months when no meetings are held (sometimes December).
- Propose changes to the budget if/when needed to Board (approval also needed at General meeting).
- Work with the President to assure that appropriate and adequate insurance (liability insurance at a minimum) is purchased for the PTSA (October/November).
- Prepare and file the appropriate IRS informational forms (990-N, 990-EZ or 990), annual incorporation renewal report and Charitable Solicitations report in a timely manner.
- Develop and present, with the support of the budget committee, the budget for the following year.
- Submit an annual report at the end of the fiscal year (June 30).
- Coordinate a mid-year financial review with an approved committee and report back to the Board. Prior to delivering the books to the successor treasurer, coordinate an end-of-year financial review with an approved committee.

Requirement: 1 training class.