



## Duties of all Executive Committee Officers

- Attend PTA Executive Committee and General Membership meetings.
- Be familiar with the WSPTA Uniform Bylaws, Eastgate PTA Standing Rules, and Eastgate PTA Mission and Goals.
- Be knowledgeable of local, state and federal laws that govern the operation of Eastgate PTA, and ensure that the PTA meets all applicable regulations.
- Be knowledgeable of basic parliamentary procedure.
- Meet the officer training requirements established in the Eastgate PTA Standing Rules.
- Promote a positive image of the Eastgate PTA to the school community.
- Encourage positive working relationships between PTA officers, members, parents, school principal and staff.
- Attend at least one mandatory training as required in the WSPTA Uniform Bylaws to remain in good standing.

## President Job Description

- Preside at all meetings or designate a presiding officer; plan meeting agendas with input from other officers, committee chairs, directors and membership.
- Serve as an ex-officio member of all PTA committees (except the nominating committee). Be familiar with the work of every committee and offer assistance and guidance, when needed. Communicate regularly with the officers and committee members.
- Present new program and item funding requests to the Executive Committee.
- Attend monthly Council meetings, or assign others to attend on his/her behalf.
- Communicate Council information to the Board, Executive Committee and general membership on a regular basis.
- Inform Bellevue Council and State PTA of the names, addresses, phone numbers and e-mail addresses of the newly elected officers in July.
- Ensure that all elected officers attend at least one mandatory annual training as required in the WSPTA Uniform Bylaws, including at least one of whom must attend PTA and the Law, to remain in good standing.
- Co-sign all binding agreements (rentals, facility contracts, entertainment contracts, government documents, etc.) and be on the bank signature card.
- Be aware of all PTA and business deadlines, such as membership dues, registration for workshops, conferences, award applications, corporate reports and IRS filings.
- Communicate the business of the PTA to the school principal, staff, and community at large.

## Secretary Job Description

- Take notes at all PTA meetings and develop the meeting minutes.
- Determine if a quorum is present, keep attendance sheets, and call a meeting to order in the absence of the president.
- Seek approval and revisions to the minutes at each following meeting. Post unapproved and approved minutes as established by the Executive Committee.
- Maintain the PTA calendar.
- Keep one copy of the PTA legal documents.
- Keep a roster of all committee chairpersons, board positions, and executive committee members.

- Write correspondence at the request of the President.

### Treasurer Job Description

- Collect and deposit all monies raised by the PTA. Disburse monies according to the approved annual budget. Keep accurate and detailed records of all transactions.
- Balance all bank accounts on a monthly basis.
- Submit a monthly financial report to the Executive Committee and the general membership.
- Maintain the legal documents workbook.
- File annual corporation report and annual charitable solicitation report with the State of Washington.
- File annual IRS form 990 or equivalent, and forms W-2 or 1099-Misc. tax statements when applicable.
- Ensure the appropriate levels of liability and property insurance are purchased annually.
- Submit payments to Council, Regional and State PTA organizations, including membership fees and scholarship funds.
- Actively monitor PTA financial instruments to maximize interest income.
- Actively manage corporate matching accounts and requests.
- Convene a financial review committee as established in the PTA Standing Rules.
- Ensure payment for all elected officers to attend mandatory annual trainings as provided by the WSPTA, inclusive of PTA and the Law.

### VP of Programs Job Description

- Coordinate the planning and execution of all approved programs with the program committee chairs. This includes, but may not be limited to, establishing dates, ensuring that program chairs have adequate support, communicating budgets, and ensuring that programs are carried out according to the expectations of the Executive Committee.
- Regularly update the Executive Committee and general membership on the activities of the program-based committees.
- Help those with ideas of new programs in the development of that program as directed by the Executive Committee.
- Bring to the attention of the President appropriate and pertinent programs from other organizations including other schools, WSPTA or the National PTA that may be of interest to the general membership.

### VP of Fundraising Job Description

- Coordinate the planning and execution of approved fundraising activities with the fundraising committee chairs. These activities include the annual walkathon, bi-annual auction, EZ-Money programs, Yearbook and t-shirt sales, among others as determined by the annual PTA budget.
- Recommend fundraising goals for each proposed or approved fundraising activity.
- Review the effectiveness of existing fundraising programs and recommend whether to continue them.
- Look for alternative fundraising activities and develop a fundraising activity plan in coordination with the Executive Committee.

## VP of Hospitality Job Description

- Coordinate the planning and execution of PTA hospitality events, including Back to School Potluck for Teachers, New Family Welcome, Back to School Coffee, Teacher Appreciation Week, School Picture Day, and General Meeting Hospitality.
- Recruit volunteers to facilitate school events such as the clinic, vision and hearing screening.
- Develop and maintain a volunteer rewards process for PTA volunteers, including the PTA Golden Acorn Award.

## VP of Communications Job Description

- Coordinate the timely dissemination of PTA information via the weekly e-news, website, newsletter, atrium TV and other media as determined by the Executive Committee, with input from board members, committee chairs, school staff and general membership.
- Oversee the publication of the annual Student Directory.
- Actively maintain the PTA website to ensure information is up-to-date and well-organized.
- Oversee the development and maintenance of PTA activity documentation, with input from officers and committee chairs.
- Oversee and train the general volunteer coordinator, headroom parent coordinator and library volunteer coordinator.