



## Co-Presidents

### Job Description

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**Time Commitment:** 5-15 hours per week

**Busiest times:** Late Summer through Fall

**Job Responsibilities:**

- 1 year term (with option of 2 year term, no longer than 2 year term)
- The official representative of the school PTA
- Lead the PTA in meeting its goals, visibility in the community, and at school
- Ensure good communication throughout the PTA
- Meet regularly and work closely with the Puesta del Sol Principal
- Create agendas and preside over PTA meetings
- Run monthly Board and quarterly General Membership meetings
- Responsible for the accuracy of PTA information and compliance with PTA policies and bylaws
- Lead in Advocacy Initiatives
- Work with Treasurers to create and maintain PTA budget. Sign checks as needed
- Check PTA mailbox on a regular basis
- At the end of the year, ensure all documents, files and records are ready for the transfer of new officers
- Ensure compliance with: Local/State PTA, Insurance, Licenses
- Provide unbiased leadership for: standards, training, decisions, program development and implementation
- Ex-Officio member of all committees (Except the Nominating Committee)

**Meetings:**

- Monthly Board Meetings: 1 1/2 - 2 hours
- Monthly Bellevue Council Meetings: 2 hours
- Principal/PTA Meeting (typically 2x per month or as needed): 1 hr
- General Membership Meetings (3-4 per year): 1-2 hours

**Helpful Skills and Qualifications:**

- Good listener and communicator
- Basic understanding of budgets
- Previous PTA leadership experience (such as Room Parent or Committee Chair)
- Basic computer skills

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**All PTA Board Members:**

Be an active and paid member of Puesta del Sol PTA. Prepare for and attend Board and Membership meetings. Attend at least one PTA training offered in the region. Participate in the planning, organizing and executing of PTA events and activities. Voice and vote in all PTA programs. Vote on PTA Budget allocations and grant requests. Maintain a notebook and documents to pass onto successor(s).



## Secretary

### Job Description

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**Time Commitment:** 6-8 hours per month

**Busiest times:** After meetings to type up minutes

**Job Responsibilities:**

- 2 year term
- Take minutes during meetings (Board- 1 per month, General- 1 per quarter). Edit and publish minutes
- Provides approved minutes to the Webmaster to be posted securely on the Website
- Reserve library for General Meetings. Work with Puesta del Sol Office Manager on dates and complete Building Use Form
- Coordinate calendars and other information with Co-Presidents, school secretary, newsletter editor and webmaster.
- Facilitate organization of PTA office
- Assist with PTA Rules and Compliance
- Assist VP's of Communication and Membership with PTA Membership Survey as needed
- Maintain notebook of Current and Past Minutes
- Assist with Maintaining Legal Documents Notebook
- Assisting Co-Presidents and VP's with administrative needs
- Assisting and ensuring maintenance of Board Folders; Facilitating Process of Passing off updated binders to incoming new Board members

**Meetings:**

- Monthly Board Meetings: 1 1/2 - 2 hours
- General Membership Meetings (3-4 per year): 1-2 hours

**Helpful Skills and Qualifications:**

- Typing
- Ability to listen and accurately record conversations and discussions
- Accuracy and attention to detail
- Ability to use Word, Basic Computer skills
- Good listener and communicator
- Organized

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## Co-Treasurer (Payables)

### Job Description

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**Time Commitment:** Varies- May be up to 2-5 hours per week

**Busiest times:** Fundraising drives, Auction, Early spring budgeting, End of year tax preparation (summer)

**Job Responsibilities:**

- 2 year term
- Weekly to bi-weekly retrieval of reimbursement forms and timely processing of checks for PTA related expenses and reimbursements
- Create and maintain financial records
- Assist Deposits Treasurer with money collection during Bookfair and busy registration periods
- Prepare and Update Annual Budget
- Member of the budget yearly budget committee
- Supervise income tax preparation
- Prepare annual Corporations Report and Charitable Solicitations Report to the WA Secretary of State
- Prepare Gambling Commission Report
- Obtain Reseller's Permit
- Supervise all PTA Records
- Provide monthly financial reports to Board
- Provide other financial information on request to other Board members
- Document all processes and maintain up-to-date manual for successor
- Close books by June 30<sup>th</sup> and be available for end of year Financial Review
- Able to respond to emails promptly- general goal of fulfilling information requests w/in 24 hrs
- Train and Supervise Deposits Treasurer (as needed)
- Attend PTA and the Law Training

**Meetings:**

- Monthly Board Meetings: 1 1/2 - 2 hours
- General Membership Meetings (3-4 per year): 1-2 hours
- Intermittent meetings with budget committee, deposits treasurer, etc.

**Helpful Skills and Qualifications:**

- Attention to Detail
- Basic Computer skills- especially with Excel
- Knowledge/Ability to learn bookkeeping and Quickbooks

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**All PTA Board Members:**

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## Co-Treasurer (Deposits)

### Job Description

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**Time Commitment:** 2-8 hours/week. May be increased to 15+ during the week of/Saturday after Walkathon

**Busiest times:** Walkathon or Fundraising Drive, Bookfair

**Job Responsibilities:**

- 2 year term
- Receive and deposit all funds including checks, cash box totals and credit card payments
- Check and empty PTA Check Box in the School Office on a regular schedule (2-4x/month, or more as needed)
- Keep detailed record of each deposit and online order/payment
- Keep records of all donations, matching funds, matching volunteer hours and PTA scholarships
- Assist with Annual Budget preparation
- Meet weekly, or coordinate alternative methods, with Payables Treasurer to sign checks
- Attend as many PTA events as possible to receive cash box funds
- Attend PTA and the Law Training (in person or online)
- Organize Annual Audit/Financial Review of the PTA Books

**Meetings:**

- Monthly Board Meetings: 1 1/2 - 2 hours
- General Membership Meetings (3-4 per year): 1-2 hours

**Helpful Skills and Qualifications:**

- Detail Oriented
- Basic Computer skills- especially with Excel
- Knowledge/Ability to learn bookkeeping and Quickbooks
- Good with numbers and juggling many transactions and events
- Ability to be at school approx. 2-4x per month during school office hours to collect funds
- Comfortable working online and downloading and processing data from Bank, Credit Card and PTA Websites
- Be available for treasurer duties during the school day- such as for BookFair, Walkathon and Treasurer Meetings
- Familiarity of Budgeting, Basic Tax Preparation, etc to assist Payables Treasurer as Needed

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## Co-Directors of Educational Enhancement

### Job Description

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**Time Commitment:** 1-2 hours per week; with more during busy times

**Busiest times:** Beginning of school year, spring

**Job Responsibilities:**

- 2 year term
- Be the principle supervisor, main contact and liaison for variety of Committee Chairs that fall under position's organization chart
- Oversee all aspects of enrichment programs, including planning and coordination, PTA-sponsorship, registration, payments, scheduling and conflict resolution.
- Solicit updates/information from committee chairs and provide general support for their activities. Represent these committees at monthly Board Meeting and act as their spokesperson for any matters needing Board attention
- Act as a liaison between Treasurer and Committee chairpersons to ensure timely and accurate completion of committee Plans of Action (POA's)
- Find ways to continue to meaningfully impact and support all Puesta del Sol students' experiences through providing/supporting additional resources of various Arts, Sciences, Math and Geography programs

**Meetings:**

- Monthly Board Meetings: 1 1/2 - 2 hours
- General Membership Meetings (3-4 per year): 1-2 hours
- Meet with Principal and Office Manager as needed

**Helpful Skills and Qualifications:**

- Excellent Organizational Skills
- Exceptional planning skills and foresight for possible future needs
- Good Listening/Communication skills
- Ability to maintain objectivity and mediate when issues arise
- Passionate about various educational enhancement programs
- Ability to assist in development and presentation of committee POAs as needed for approval
- Be a team player
- Sense of Humor and Creativity

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## Director of Fundraising- Active

### Job Description

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**Time Commitment:** 1-2 hours per week

**Busiest times:** Late August to late September (for Walkathon or Fundraising Drive) then November through Spring fundraiser.

**Job Responsibilities:**

- 2 year term-
  - 1<sup>st</sup> Year acts as VP of Passive Fundraising, then moves to VP Active Fundraising in 2<sup>nd</sup> year
- Supports the Walkathon Chairs and Committees AND the Auction Chairs/Events with the following:
  - Attends planning meetings and is helpful and supportive; albeit not 100% necessary
  - Know the event's budget- both income goals and spending limits- and help the committee know and stick to this budget
  - Provide brief status updates at Board Meeting
  - Approve reimbursement forms
  - Approve and assist with communication to Web team or Newsletter team
  - Ensure there are chairs for next year's event
- Support Fall Scholastic Book Fair Chairs and Events
- Work with Passive Fundraising VP and Chair to help streamline passive fundraising efforts
- Train/Prepare Passive Fundraising director or chairperson in order for them to be able to take on the role in their second year
- Run the Spirit Wear site and program

**Meetings:**

- Monthly Board Meetings: 1 1/2 - 2 hours
- General Membership Meetings (3-4 per year): 1-2 hours

**Helpful Skills and Qualifications:**

- Excellent Communication skills
- Organized
- Enthusiastic and Creative
- Good multi-tasker
- Outgoing and "People Person"
- Some marketing and/or Promotional type ability would be helpful, but not necessary
- Ability to help arm people who bring Fundraising ideas with how they can get some of those ideas off the ground, instead of taking them on as a VP (essentially stating "That's a great idea- how can YOU get it off the ground with my support?")

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**All PTA Board Members:**

Be an active and paid member of Puesta del Sol PTA. Prepare for and attend Board and Membership meetings. Attend at least one PTA training offered in the region. Participate in the planning, organizing and executing of PTA events and activities. Voice and vote in all PTA programs. Vote on PTA Budget allocations and grant requests. Maintain a notebook and documents to pass onto successor(s).



## Director of Fundraising- Passive

### Job Description

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**Time Commitment:** 1-6 hours per week

**Busiest times:** Beginning of the school year

**Job Responsibilities:**

- 2 year term-
  - 1<sup>st</sup> Year acts as Director of Passive Fundraising, then moves to Director of Active Fundraising in 2<sup>nd</sup> year
- Coordinate and Support the efforts of the chairpersons leading the Passive Fundraising programs.
  - This can be done 1:1 with each chair or as a collaborative group depending on needs/style of Director/Chairs
  - These Programs include: Dining for Dinero, eScript, Loyalty Cards, Boxtops/Labels, Book Fair
- Primary Goal is to raise the level of awareness of each Passive Fundraising program within the parent community through communication with flier, Web content, and/or newsletter.
- Participate in planning, organizing, and executing PTA events and activities
- Maintain a notebook to pass onto successor
- Work with Director of Active Fundraising to help streamline efforts
- Work with Director of Active Fundraising in order to learn and become prepared to take over role during the second year of term

**Meetings:**

- Monthly Board Meetings: 1 1/2 - 2 hours
- General Membership Meetings (3-4 per year): 1-2 hours

**Helpful Skills and Qualifications:**

- Excellent Communication skills
- Organized
- Enthusiastic
- Creative
- Outgoing and “People Person”
- Some marketing and/or Promotional type ability would be helpful, but not necessary
- Ability to help arm people who bring Fundraising ideas with how they can get some of those ideas off the ground, instead of taking them on as a Director (essentially stating “That’s a great idea- how can YOU get it off the ground with my support?”)

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**All PTA Board Members:**

Be an active and paid member of Puesta del Sol PTA. Prepare for and attend Board and Membership meetings. Attend at least one PTA training offered in the region. Participate in the planning, organizing and executing of PTA events and activities. Voice and vote in all PTA programs. Vote on PTA Budget allocations and grant requests. Maintain a notebook and documents to pass onto successor(s).



# Director of Communication and VP of Membership

## Job Description

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**Time Commitment:** 2-5 hours/week

**Busiest times:** August-September, Late-Winter/Early Spring, May

**Job Responsibilities:**

- 2 year term
- First Day Packet Coordinator-
  - Ensure all forms are updated by all VP's/Committee Chairs and sent to Web Team
- Facilitate the collection of information for Fall Programs to be included for Website pages
- Perform Regular check-ins with VP's regarding Chairs/Volunteers for updates, new/potential needs, succession plans and documentation needs
- Creation of and/or All Approval of Communications information/articles (Website, El Sol Newsletter, Emails, Facebook)
- Review PTA Website on monthly basis to check for up-to-date information; Facilitate communication between Chairs/VP's and Web Team for necessary changes/updates
- Ability to provide backup to Newsletter Editor(s), Communications Chair
- Coordinators of Volunteer Appreciation Night
  - Works with Teacher Liaison, Creates and Distributes invitations, Coordinates Speaker, Determines and Distributes awards, Facilitates acquiring thank you gifts for all attendees
- Actively oversees Communication Team (Newsletter, Website, Communications, Facebook)
- Responsible for creation, training and support of Nominating Committee which must be secured and presented to be elected no later than the Winter General Membership Meeting
- Responsibility of creation of/updating/distribution/re-collection of Nominating Committee Binder Materials for current year (Using WA State PTA and Local Chapter Information, working with current VP's/Presidents to update Board Descriptions)
- Actively supports determination of Board Member election requirements for following year
- Assists/Supports Co-Presidents in the collection of documentation information from Board/Committee Members in central, accessible location
- Determination of processes/procedures/forms that need to be updated for Web Team

**Meetings:**

- Monthly Board Meetings: 1 ½ - 2 hours
- General Membership Meetings (3-4 per year): 1-2 hours

**Helpful Skills and Qualifications:**

- Detail Oriented
- Excellent Communication Skills- written and personal
- Knowledge of/Ability to learn Communication Tools (such as Constant Contact)
- Good Coordination skills/Project Management
- Basic Computer skills

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**All PTA Board Members:**

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## Director of Special Events

### Job Description

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**Time Commitment:** 1-5 hours per week

**Busiest times:** Beginning of school year, Spring

**Job Responsibilities:**

- 2 year term
- Principle supervisor, main contact and liaison for community building events
- Lead First Day Coffee
- Plan and put on Ice Cream Social
- Regular Check in with committee chairs for updates, succession plans and documentation, confirmation of budgets/POA's
- Support chairpersons with processes/procedures to follow surrounding special events (ie locating a building use permit, securing a date, putting event in El Sol, finding volunteers, etc)
- Current Special Events **may** include: 5<sup>th</sup> Grade Events, Field Day, International Festival, Mariners Night, Sock Hop, Pumpkin Bash, Family Game Night

**Meetings:**

- Monthly Board Meetings: 1 1/2 - 2 hours
- General Membership Meetings (3-4 per year): 1-2 hours

**Helpful Skills and Qualifications:**

- Excellent Communication skills
- Organized
- Energetic
- Outgoing and "People Person"
- "Can Do" Attitude- if there is a question or problem, helping take charge to work through to a solution
- Ability to help completion of and presentation of Plans of Actions to Board for approval
- Ability to utilize multiple communication methods for marketing/advertisement of events to school community

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## Director of School Relations

### Job Description

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**Time Commitment:** 1-2 hours week on average

**Busiest times:** Late summer through Fall, spring

**Job Responsibilities:**

- 2 year term preferred
- Main contact for all PTA-relevant school issues and teacher stipends and grants.
- Recruit Grade-level Liaisons for each grade level to assist with Class Experience planning.
- Train Grade liaisons in the fall and guide throughout the school year. If a liaison is not returning to his/her job check with teachers for recommendations.
- Meet with teachers regarding grant requests then present requests at monthly Board Meetings
- Follow up with Teachers/Staff who have used PTA funds for educational programs/conferences and schedule them to give presentations to PTA Board/General Membership (if desired)
- Oversee Puesta del Sol Bellevue School Foundation ambassador(s). Maintain communication with ambassadors and keep the PTA informed of BSF activities.
- Attend Teacher Back to School Meeting (LID training) immediately prior to start of school to introduce yourself and explain the function of PTA and your role.
- Coordinate and train Room Parent Coordinator each fall to ensure proper and comprehensive information and resources are provided to Room Parents; Follow up with Room Parent Coordinator to ensure that continued resources are available throughout the year
- Ensure that school resource committees are supported and on track throughout the year especially Vision/Hearing screening, Picture Days and Yearbook
- Facilitate and support Teacher Appreciation Committee and associated events
- Coordinate bus help the first week of school before and after school each day
- Manage Lost and Found volunteers as desired by the Main Office staff
- Oversee New Student welcome committee

**Meetings:**

- Monthly Board Meetings: 1 1/2 - 3 hours
- General Membership Meetings (3-4 per year): 1-2 hours

**Helpful Skills and Qualifications:**

- Excellent Communication/Diplomacy skills
- Organized
- Able to maintain and follow up on budgets
- Easily accessible and visible around school during the day and during school functions
- Ability to objectively present Grant Requests to PTA Board

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## Member-at-Large

### Job Description

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**Time Commitment:** Approx 6 hours per month (3 for monthly Board meeting, 3 for planning/executing Coffees)

**Busiest times:** Consistent throughout year; however, depends on Planned Coffee

**Job Responsibilities:**

- 1 year term- appointed by current Board members for that year
- Typically filled by a person who previously served on the PTA Board in another VP position in the past- preferably within the last one to two years.
- Primary purpose is to provide context and insight into previous Board Decisions
- Offer Guidance and experienced input to the new board if needed
- Schedule/Plan/Facilitate the monthly Principal Coffee Events
  - Sitting down with Principal to come up with a calendar for these coffee dates
  - Advertisement of each event via multiple communication methods
  - Preorder Coffee/Pastries, pick up and deliver to event
  - Set up Venue (gym/Library)
  - Coordinate with principal regarding any details for monthly events
  - Following the event, follow up with the Puesta del sol WebMaster to post relevant information online
- There are no committee or chair people that MAL is responsible for

**Meetings:**

- Monthly Board Meetings: 1 1/2 - 2 hours
- General Membership Meetings (3-4 per year): 1-2 hours
- Monthly PTA/Principal Coffee

**Helpful Skills and Qualifications:**

- Excellent Communication skills
- Organized
- Energetic
- Outgoing and “People Person”
- Previous Board experience as a President, VP or Director, as well as experience chairing/co-chairing events/activities in the past

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