

Bellevue Big Picture PTSA BOARD of DIRECTORS JOB DESCRIPTIONS

Each position on the Board of Directors is appointed for one year. Positions can be renewed each year with no limits. The time commitment provided is a guidance. Some may choose to volunteer more time than indicated. All positions are unpaid volunteer positions. Nominees must be a parent or guardian of a student at BPS, and a current PTSA member (any PTSA).

ASB Liaison

- Appointed Position
- Must have up-to-date Volunteer status with BSD as this position meets with students.
- Attend weekly ASB meeting with High School and Middle School elected ASB officers and the ASB Faculty Advisors.
- Help coordinate parent assistance as needed for the ASB (for example, help coordinate volunteers for ASB Dances, food donations for ASB events, etc)
- Report ASB news to the PTSA at board meetings and as needed
- Forward ASB information the Communications Chair to help promote ASB events through PTSA channels (Newsletter, Facebook, Website)

Meetings to attend:

- Monthly PTSA board meeting (2 hours)
- Weekly ASB Meeting (30 minutes)
- Attend at least one mandatory training as required in the WSPTSA Uniform Bylaws to remain in good standing. (1 -2 hours)
- Stay up to date on PTSA news and emails (15 minutes a week)

Time Commitment Per Month: 3- 4 hours