

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).

Communications Chair

- Appointed Position
- Coordinate the timely dissemination of PTSA information via PTSA emails, website, newsletter, Facebook and other media as determined by the Executive Committee, with input from board members, committee chairs, school staff and general membership.
- Maintain and update PTSA Website, PTSA Facebook page, as well as create and distribute the PTSA Newsletter as needed (approx. 2 times per month)
- Oversee the development and maintenance of PTSA activity documentation, with input from officers and committee chairs.
- Collaborate with the Fundraising Chair, ASB Liaison, and school office to advertise events
- Gather reliable volunteer help for publishing and maintaining the e-news, website, newsletter and other media
- Promote a positive image of the BPS PTSA to the school community.

Meetings to attend:

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

Time Commitment Per Month: 4- 6 hours