

## 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).

### Bellevue Schools Foundation (BSF) Ambassador

- Appointed Position
- Communicate Foundation news and events to parents
- Assist with writing BSF grant applications on behalf of Big Picture (for example, the 6<sup>th</sup> grade Treehouse Point Fieldtrip is partially paid for thanks to a BSF grant)
- Host a table, and recruit table mates, at the annual Spring For Schools luncheon fundraiser

#### 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. (1 -2 hours)
- Stay up to date on PTSA news and emails (15 minutes a week)

**Time Commitment Per Month: 3- 4 hours**