

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).

Directory Chairperson

- Appointed Position
- Communicate with the Big Picture Registrar about receiving student information once the information can officially be released (usually early October)
- Create an online Directory (PDF) which can be emailed to all Big Picture families
- Update the directory as needed throughout the year (maybe 1 or 2 revisions on average)

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: 2- 3 hours