

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).

Fundraising Chair

- Appointed Position
- Coordinate the planning and execution of approved fundraising activities with the PTSA Board.
- Monitor income and expenditure against budgets and the targets.
- Review the effectiveness of existing fundraising programs and recommend on whether to continue them.
- Investigate and develop new fundraising programs as needed
- When needed, develop and conduct survey to gather feedback from families on fundraising activities and preferences.
- Oversee corporate fundraising, including employee giving and matched giving from employers
- Work with stakeholders and relevant chairs to oversee fundraising activity/event; collaborate with VP of Volunteers to staff event.
- Promote a positive image of the BPS PTSA to the school community.
- Attend a minimum of one fundraising event.

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