

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).

Grants Chair

- Appointed Position
- Coordinate staff grant requests with the Office Manager, Karen Penewell.
- Check all new grant requests for accuracy. If questions, follow-up with the teacher/staff member.
- Set up a committee of between 5-7 parents/guardians
- When new grant requests are ready (have been approved by Bethany, have no errors or questions), then forward to the grant committee for approval
- Once approved or denied, follow up with the teacher/staff member as well as let the committee know the results
- Keep a spreadsheet of all grant activity and also communicate with the Treasurer so that the budget can be kept in check.

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