

## 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).

### Hospitality/All School Events

- Appointed Position
- Help identify and plan welcoming and all-school events throughout the year
- Recruit and coordinate volunteers to help out with events and socials
- Events traditionally include 2 parent socials (Fall & Spring)
- Other family and student events include Ice Cream Social, Cookies & Cocoa Winter event, etc.

#### 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**