

Bellevue Big Picture PTSA EXECUTIVE BOARD JOB DESCRIPTIONS

Each position on the board is for one year but not more than two consecutive years. 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).

President

- Elected Position
- Preside at all PTSA board meetings or designate a presiding officer; plan meeting agendas with input from other officers, committee chairs, directors and membership.
- Be familiar with the WSPTSA Uniform Bylaws, BPS PTSA Standing Rules, and BPS PTSA Mission and Goals.
- Maintain confidentiality on student and staff related issues.
- Be knowledgeable of basic parliamentary procedure.
- Attend PTSA sponsored meetings when possible. At a minimum, attend two events throughout the school year.
- Encouraged to apply for Volunteer Approval through BSD to oversee events.
- Change passwords to all online accounts.
- Attend meetings as indicated below.
- Promote a positive image of the BPS PTSA to the school community.
- Ensure that PTSA books are audited mid---year and at year---end.
- Fill vacancies on the Board and in other volunteer positions, with input from executive committee.

Meetings to attend:

- Monthly PTSA board meeting (2 hours, August - June)
- Monthly meeting with Principal (30 minutes, September - June)
- Monthly Bellevue PTSA Council meeting (2 hours, August - June; or designate a representative)
- Principals training lunch session over summer. (2 hours)
- Annual transfer of signatures at bank (1 hour)
- Attend at least one mandatory training as required in the WSPTSA Uniform Bylaws to remain in good standing. (1-2 hours)
- General Meetings (3 times per year, up to 2 hours each Prep & Attendance)
- Stay up to date on PTSA news and emails (30 minutes a week)

Time Commitment Per Month: **4-10 hours**