

## 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).

### Reflections Chairperson

- Appointed Position
- Join the WSPTA Reflections listserv to receive important updated information from the WA State PTA Reflections chair, network with other chairs, and be notified of state award recipients.
- Advertise and communicate key information about the Reflections program to all students at Bellevue Big Picture
- Set up a collection area at Bellevue Big Picture for Reflections submissions.
- Establish a committee to review and judge submissions and select those that will move on to the Bellevue Council PTSA level.
- Determine local unit awards

#### Meetings to attend:

- Monthly PTSA board meeting (2 hours)
- Attend at least one mandatory training as required in the WSPTA 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**