

## Bellevue Big Picture PTSA EXECUTIVE BOARD JOB DESCRIPTIONS

Each position on the Executive 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).

### Secretary

- Elected Position
- Take notes at all PTSA meetings and develop the meeting minutes.
- Formatting notes from meetings and making new templates (2 hours a month)
- Catalogue all of the meeting minutes in notebooks.
- Keep one copy the legal notebook with all of the documents readily accessible.
- Determine if a quorum is present, keep attendance sheets, and call a meeting to order in the absence of the president.
- Seek approval and revisions to the minutes at each following meeting. Post unapproved and approved minutes as established by the Executive Committee.
- Be knowledgeable of basic parliamentary procedures, the Washington State PTSA Uniform Bylaws, and the Standing Rules for the Big Picture PTSA.
- Send email reminders for the Executive Committee, Board of Directors, and General meetings. (15 minutes a month)
- House all of the records for the PTSA either at home or in the PTSA office at the school.
- Keep a roster of all committee chairpersons, board positions, and executive committee members.
- Promote a positive image of the BPS PTSA to the school community.
- Stay up to date on PTSA news and emails (15 minutes a week)

#### Meetings to attend:

- Monthly PTSA board meeting (2 hours, September- June)
- General Meetings (3 times per year, up to 2 hours each Prep & Attendance)
- Attend at least one mandatory training as required in the WSPTSA Uniform Bylaws to remain in good standing. (1-2 hours)

**Time Commitment Per Month: 3-4 hours**