

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).

Spirit Wear Coordinator

- Appointed Position
- Research Spirit Wear options and companies
- The initial company that Big Picture used for Spirit Wear has gone out of business. For the 2018-19 school year, items were ordered from BSN Sports in a one-time print order. For the 2019-20 school year, no Spirit Wear was ordered, other than the traditional logo tshirts that are given to all new students.
- This position can continue to work with BSN Sports, or can try new ideas.
- This position should consult with students, staff, and parents to see what the current wants/needs are.
- Once a company is chosen, the coordinator is responsible for setting up an ordering system as well as distributing items when they arrive.

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