

## 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).

### Staff Appreciation

- Appointed Position
- One time each month, different advisory classes provide snacks or lunches for the staff. This position coordinates with the parents/guardians of each advisory class to set up, clean up, and donate home baked or store bought goods.
- Every December this position organizes the Staff Holiday Cookie Boxes of baked goods from parents and guardians.
- Staff Appreciation week is also celebrated every May. This is a week long celebration with different events every day (for example, a restaurant catered lunch one day, a coffee cart another day, parent donated lunch one day, etc.)
- There is a budget line for this position so money must be handled from ordering food & items to submitting reimbursement forms to the PTSA Treasurer.

#### 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**