

## 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).

### Treasurer

- Elected Position
- Collect and deposit all monies raised by the PTSA. Disburse monies according to the approved annual budget. (up to 1 hour per week).
- Maintain online bank account and PayPal account.
- Keep accurate and detailed records of all transactions.
- Balance all bank accounts on a monthly basis. (30 minutes per month)
- Maintain the legal documents workbook. (30 minutes per month)
- Monitor the PTSA mailbox as necessary. This means you should be able to stop by the school office at least once a week during open hours.
- Submit a monthly financial report to the Executive Committee and the general membership. (30 minutes per month)
- File annual corporation report and annual charitable solicitation report with the State of Washington.
- File annual IRS form 990 or equivalent, and forms W-2 or 1099-Misc. tax statements when applicable.
- Ensure the appropriate levels of liability and property insurance are purchased annually.
- Submit payments to Council, Regional and State PTSA organizations, including membership fees and scholarship funds.
- Actively monitor PTSA financial instruments to maximize interest income.
- Actively manage corporate matching accounts and requests.
- Convene a financial review committee as established in the PTSA Standing Rules. (Approx. January & June)
- Ensure payment for all elected officers to attend mandatory annual trainings as provided by the WSPTSA, inclusive of PTSA and the Law.
- Attend meetings as indicated below.

#### Meetings to attend:

- Monthly PTSA board meeting (2 hours, September - June)
- General Meetings (3 times per year, up to 2 hours each Prep & Attendance)
- Mid-year and or annual financial review *prep* (1 hour)
- 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)
- Stay up to date on PTSA news and emails (15 minutes a week)

Currently with two co-Treasurers the tasks are split between:

- one who handles all deposits and record keeping of deposits, and
- one who manages the expenses - writing checks, etc.

We meet briefly once a month to balance the account and create the monthly report which is submitted at the monthly Board of Directors PTSA meeting.

**Time Commitment Per Month: 4-5 hours**