

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).

Vice President

- Elected Position
- Acts as stand-in for the President if needed.
- Be familiar with the WSPTSA Uniform Bylaws, BPS PTSA Standing Rules, and BPS PTSA Mission and Goals.
- Maintain confidentiality on student and staff related issues.
- Manage board member roster in WSPTA approved membership software.
- Be knowledgeable of basic parliamentary procedure.
- Attend PTSA sponsored meetings when possible. At a minimum, attend two events throughout the school year.
- Work with all Chairs to organize parent education events and student programs such as the Green Genius Team.
- Encouraged to apply for Volunteer Approval through BSD to oversee events.
- Attend meetings as indicated below.
- Promote a positive image of the BPS PTSA to the school community.

Meetings to attend:

- Monthly PTSA board meeting (2 hours, August - June)
- Monthly meeting with Principal (30 minutes, September - June)
- Monthly Bellevue PTSA Council meeting (2 hours, August - June; or designate a representative)
- Principals training lunch session over summer. (2 hours)
- 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)
- General Meetings (3 times per year, up to 2 hours each Prep & Attendance)
- Stay up to date on PTSA news and emails (30 minutes a week)

Time Commitment Per Month: **4-10 hours**