

## 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).

### Volunteer Coordinator Chair

- Appointed Position
- Compile and maintain list of all volunteers.
- Active recruitment of parent and community volunteers.
- Ensure that all Chair-positions are filled—if they are not, maintain communication with other Executive Board members to ensure that open positions are actively advertised.
- Collaborate and support all event and activities chairs in providing volunteer support.
- Act as an ongoing resource to new families enrolling throughout the school year by notifying them of volunteer opportunities and ways to get involved in our school community.
- Communicate to volunteers to apply for BSD's Volunteer Approval application.
- Provide volunteer office support to BPS when needed.
- Promote a positive image of the BPS PTSA to the school community.

#### 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)