

Executive PTA Board Position Descriptions

All Executive Board Positions are expected to:

- Attend most/all of the PTA Board meetings (2 hours/month)
- Meet 2-3 times over the summer to plan the year & set the budget
- Attend one WSPTA approved training class (approximately 3 hours)
- Help with one or more of the following:
 - Bear Days (4 hours in Late Aug/Early Sept)
 - Open House (3 hours in Sep)
 - Conferences (2 hour shift in Nov)
 - Incoming Sophomore Night (2 hours in Feb/Mar)
- Help host/attend a volunteer appreciation event in June (2 hours)

Executive Board Positions

- President – prepare the agenda and run monthly PTA meetings, coordinate volunteers for school events, represent PTA at monthly roundtable meetings, meet with school principals and staff to precipitate open communication, make appointments of board positions, oversee all committee chairs and fill in when necessary, monitor PTA hotmail account and respond to emails weekly, meet with newsletter chair every other month to determine newsletter content. (15-25 hours/month)
- VP - assist the president with PTA needs and this can be very flexible hours and not necessarily a huge time commitment. Meet with the president monthly and be aware of the PTA happenings well enough to fill in for the president if needed running the board meeting, meeting with school officials, meeting at round table, help monitor hotmail account, etc. (10–15 hours/month)
- Treasurer – This position manages the PTA budget, paying all of the bills, reconciling the bank account, writing checks, recording deposits and preparing financial statement for each PTA Board Meeting (10-15 hours/month)
- Cashier – visit the school and obtain the deposits and take them to the bank or receive deposit from chairpersons hosting events. 2-3 deposits per week during the first 2 months of school, but then tapers off after that to once/week for the remainder of the year
- Secretary - take the notes in the meeting, type them up and publish to our working website, providing them to the technology chair for publishing on public website and providing hard copies for each board meeting, maintain and retain the legal documents such as meeting sign-in sheets, standing rules and sent emails.. (4 hours/month)