

# **Meany Middle School PTSA Board and Volunteer Job Descriptions 2019-2020**

## **Board Positions**

*Besides other duties, board members work with the school staff and BLT to approve expenditures and propose the budget for the following year. The PTSA is and operates as a small non-profit organization, with the board as its governing body. Board members meet roughly once a month throughout the school year.*

*The term of office for each of these positions is generally one year – July 1 to June 30 – with the exception of the Treasurer, which is a two-year term.*

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## **President**

Typically, two individuals share this position and divide up tasks as needed. Each person has one vote at meetings. The Co-Presidents typically alternate presiding at meetings and are responsible for preparing the agenda for each meeting with input from all participants. The Co-Presidents should delegate responsibility, empower others, and appreciate their efforts. The Co-Presidents should have a positive relationship with the Principal and Staff, and encourage PTSA members to do the same. Estimated time commitment: 10-12 hours/month.

Other duties:

- Has regular communication with the executive committee, board of directors, committee chairs and the building principal.
- Attends all region and state PTA trainings.
- Makes appointments to positions or committees (with

approval of the board of directors) and oversees all committee work.

- Is aware of required deadlines for payment of membership dues, insurance, annual corporation report, charitable solicitation act, pre-registration for workshops, applications for awards, and submittals for recommendations.
- Keeps the legal documents notebook(s) up to date – physical notebook as well as copies of documents uploaded to the Meany PTSA Google Drive.
- Co-signs all binding agreements and checks for the PTSA.
- Receives a duplicate copy of the bank statement.
- Works with the board to establish a calendar for the year.
- Responds to all correspondence addressed to the president or the PTSA.
- Works with the Communications Chair and Outreach Team to write a welcome letter to the membership at the beginning of the school year.
- Works with the Communications Chair (newsletter editor) and submits articles for the PTSA newsletter as needed.
- Completes (or appoints a committee to complete) applications for awards.
- Helps plan and conduct orientations of the newly elected executive committee in June.
- Collects executive committee notebooks at the end of the year (June 30) and makes sure all copies of the legal documents notebook(s) and permanent records files are in order and ready to transfer to newly elected officers.
- Compiles a list of newly elected executive committee and standing committee members with their contact information. Distributes the list to the board members and building principal.
- Makes sure the newly elected executive committee's names, addresses, phone and email address are entered via WSPTA'S online membership enrollment program, as soon as election is complete.
- Attends council meetings or appoints a designee.
- Communicates information on all local, state and council PTA programs.

## **Vice President**

The Vice President performs the duties of the president in the absence or inability of that officer to serve and shall assist the president when called upon.

Other duties:

- Attends all board of director's meetings and membership meetings.
- Works with the Events Chair, Community Building Chair, and Volunteer Coordinator to help plan events.
- Attends all region and state PTA trainings.

## **Secretary**

The Secretary takes minutes and records all business transacted at each meeting of the PTSA, then forwards them to staff after review by the board. The secretary is also responsible for certain communication tasks, including maintaining the PTSA email contact list and checking Meany PTSA email messages regularly, forwarding messages to the appropriate people. Estimated time commitment: 5 hours/month plus attending PTSA meetings.

Other duties:

- Attends all board of director meetings and membership meetings.
- Plans the meeting agenda with the president (as needed) and informs the president of any unfinished business at the meetings.
- Gives notice of all board and general membership meetings, including email and announcements in the PTSA newsletter.
- Determines if a quorum is present at meetings.
- Handles attendance at meetings (sign-in sheet).
- Calls the meeting to order in the absence of the president or vice president and asks for nomination for a temporary

chairman.

- Sends the minutes (once approved) to the Communications Chair, to be posted on the PTSA website and shared via the PTSA newsletter; also keeps a signed copy of the minutes in the Secretary Notebook as well as uploaded online to the Meany PTSA archive on Google Drive.
- Keeps a current list of all PTSA-owned equipment and files a list in the PTSA legal documents notebook(s).
- Keeps track of PTSA correspondence and, at the direction of the president, responds to any correspondence directed to the PTSA.
- Sorts the mail in the PTSA mail lock box and distributes the mail to appropriate committee chairs or executive committee members.
- Attends all region and state PTA trainings.

## **Treasurer**

Typically, two individuals share this position, each with a two-year term (overlapping school years). Each person has one vote at meetings. Duties are divided up as needed, usually with one person in charge of the monthly treasurer reports and the other handling reimbursements/writing checks. Estimated time commitment: 8 hours/month.

The Treasurer performs the following tasks:

- Attends all board of director's meetings and membership meetings.
- Tracks income and expenses. Keeps an accurate and very detailed account of all funds received and all funds disbursed through the PTSA, including receipts, bank statements, cancelled checks, and other records.
- Prepares and submits a detailed, written monthly financial report to the board of directors. Uploads the report to the online Meany PTSA archive on Google Drive immediately after board or membership meetings.
- Creates and manages the PTSA budget and budget-related

policies. Serves as chair of the budget committee and presents the budget to the membership.

- Manages PTSA grants to the school.
- Pays bills by check and works with the President (or designee) to obtain two signatures on each check.
- Works with the Membership Chair to pay membership dues.
- Receives all funds for the PTSA and promptly deposits all funds into the PTSA's bank account.
- Supports fundraising efforts by processing payments. Works with the Vice President to collect and count monies from PTSA events, fundraisers, programs, and activities.
- Writes a receipt for all cash transactions.
- Provides copy of deposit and money count sheets to various committee chairs for their deposit records.
- Reimburses volunteers and school staff for PTSA expenses.
- Submits the annual corporation report and annual charitable solicitations report with the WA Secretary of State.
- Works with the President to complete liability insurance, tax-exempt 990 forms, state charitable solicitations forms, and IRS forms. Sends copies of these forms to the President to put in the legal documents notebook(s) and to upload to the online Meany PTSA archive on Google Drive.
- Closes the PTSA books by June 30.
- Submits records to the financial review committee at the end of the school year and is accessible to the financial review committee during the review which takes place during the month of July.
- Delivers all books and records to the newly elected Treasurer(s) and works to ensure a smooth transition at the end of the year.
- Attends all region and state PTA trainings.

## **Communications Chair**

The Communications Chair is responsible for promoting all PTSA events and activities and for ensuring effective communication between the PTSA and school families. This includes working with

office staff, PTSA Co-Presidents, Events Chair, Volunteer Coordinator, and others to communicate important information about school happenings and events. Estimated time commitment: 3-4 hours/week + PTSA meetings.

List of duties (can be delegated to committee members):

- Website Editor - Oversees and maintains the PTSA website
- Newsletter Editor - Produces the PTSA weekly email newsletter
- Social Media Manager - Posts regular updates on the PTSA Facebook page
- SPS Website Updates - Registers to be an SPS "webmaster" and coordinates with school staff to make updates to the school website.

## **Events Chair**

The Events Chair oversees and helps to plan events the PTSA holds throughout the school year including community-building, fundraising, teacher/staff appreciation events as well as 8th grade graduation. Meets with the Principal/school staff to discuss ideas for events and to determine calendar dates that will work. Partners with the Community Building Chair and works with the Volunteer Coordinator to recruit volunteers and form committees, if needed, for each of these events. Promotes events via the PTSA newsletter, printed posters, school and PTSA websites and by sending home flyers with students; also sends messaging to be shared via all-school emails/robocalls.

PTSA annual school events:

- Taste of Meany Multicultural Potluck (Fall)
- Meany Art Festival (Spring)

Past events/ideas for future events:

- International Food & Gift Marketplace
- Movie Night

- Family Game Night
- Health Fair

## **Volunteer Coordinator**

The Volunteer Coordinator is responsible for recruiting volunteers to help with school activities and events both in and out of the classroom. Partners with the Events Chair Community Building Chair to find volunteers to help with PTSA community building events. Works with school staff to find volunteer support for school activities like Picture Day, Field Day, school tours, etc.

- Assists President and Communications Chair in creating the PTSA materials for the first week packet which includes information about volunteer opportunities at Meany; helps find volunteers to assemble the first week packets at school.
- Collects completed PTSA volunteer forms (from the first week packets) and compiles a list of volunteers and their contact information (by category) to draw from for the school year.
- Creates volunteer sign-up messaging as needed to run in the PTSA newsletter (e.g. SignUpGenius links) in order to solicit volunteers for school events, activities, etc.
- Helps with Teacher/Staff Appreciation Week in May.
- Works with school staff to get parent volunteers trained and assigned to various in-school volunteer positions as needed (in the classroom, lunchroom, library, etc.).

## **Community Building Chair**

Works to help create an inclusive, welcoming environment for all Meany Middle School families by building community internally, externally, and by supporting student and family needs; a positive and engaged community experience helps to increase enrollment, volunteerism, and Meany Middle School pride and spirit. Works with Events Chair and Elementary School Liaison.

Also partners with school counseling wellness team to organize food and clothing drives.

- Organizes summer picnic (late August) for incoming 6th graders and families to get to know each other.
- Along with Events Chair, organizes a welcome back to school multicultural potluck in the fall (Taste of Meany).
- Supports school events such as the Talent Show, Musical, Teacher Appreciation Week, etc.
- Talks to students, families, and administration about what they want/need; gathers information from student and family climate survey results.
- Organizes grade level parent/family activities.
- Adds community building elements to existing school events where possible.
- Organizes holiday gift card drive for Meany families in need.
- Partners with neighborhood businesses and organizations to support school and students (e.g. businesses on 19<sup>th</sup>).
- Organizes fundraisers such as Dine Out/Take Out for Meany Middle School, etc.
- Connects with Meany's various community partners in order to share information about local opportunities with students and families (e.g. MLK FAME Community Center, Langston Hughes, Northwest African American Museum, Wing Luke Museum, El Centro de la Raza, Green Plate Special, Coyote Central, Miller Community Center, Pinnacle Explorations, Outdoor School, Pratt Fine Arts Center, Asian Counseling and Referral Service, Atlantic Street Center, etc.

## **Equity and Outreach Chair**

Promotes school wide family engagement in student learning and success, working towards closing and preventing opportunity gaps at Meany Middle School. Leads and helps recruit parents, students and staff for the Meany Race and Equity Team.

- Works with PTSA and Meany staff to identify and eliminate



obstacles to access for families and students, and to build positive relationships between parents and between parents and staff.

- Works with Community Building Chair to plan and facilitate outreach events to build parent community, increase capacity to navigate SPS, support student learning, and advocate for Meany students.
- Facilitates listening session portion of PTSA meetings where parents can share experiences and concerns about their students or issues that affect Meany students.
- Holds monthly or bi/monthly Race & Equity Team meetings at the school.

## **Membership Chair**

The Membership Chair is responsible for creating and implementing a PTSA membership plan, promoting membership throughout the year, collecting dues, maintaining a list of members in the WA State PTA online database and updating the list as new members are enrolled. The membership kick-off plan should include an invitation to join letter, outlining the accomplishment and benefits of PTA. With permission from the Principal, letters, with membership envelopes, can be sent home with students in the first day packets. The membership kick-off plan could also include a special kick-off event (PTSA table set up at orientation). Estimated time commitment: 3 hours/month of data entry time (mostly at the beginning of the school year) plus attending PTSA general meetings and events.

Duties include:

- Creates a membership packet to be sent home first week of school which includes an invitation to join. Promotes current member benefits to give added value to PTSA membership.
- Distributes special invitations for all teachers and staff. (\*We have yet to do this)
- Works with the Treasurer to make and receive payment of

membership dues.

- Enrolls members in the WSPTA web-based system, Member Planet, in a timely matter.
- Keeps an accurate account of all funds and keeps the membership notebook up to date.
- Sets up a PTSA membership table at school and community events.
- Attends PTSA board meetings as needed and reports membership progress. Provides copies of the membership list to the Presidents and Secretary.

### **Special Education Parent Liaison**

The Special Education Liaison(s) are responsible for promoting programs and education opportunities aiming to build community and deepening understanding around special education and related issues, as well as enhance inclusiveness of special education students into the wider Meany Middle School Community. This includes family and community engagement programs, collaboration with the school administration and teachers, parent education and support, and communication between the PTSA and the special education community.

### **Building Leadership Team (BLT) Representatives**

The BLT Reps are responsible for representing the PTSA board at Building Leadership Team meetings. There is one BLT Rep per grade level – 6<sup>th</sup> Grade Rep, 7<sup>th</sup> Grade Rep, 8<sup>th</sup> Grade Rep. BLT Meetings are held approximately once per month during the school year (typically on site at the school immediately following the end of the school day). BLT Reps also attend PTSA meetings as needed (can alternate which person attends) in order to provide BLT updates. Estimated time commitment: 4-5 hours per month.

- Help to determine how the PTSA board can best support the school, teachers and staff.

- Also serve as Grade Level Reps – point person for families in that grade to check in with, ask questions, share ideas and express concerns. Grade Level Reps receive comments/questions and either provide or direct parents to answers or pass on concerns to school administrators.

## **Legislative Chair**

The Legislative Chair is responsible for educating and motivating members about advocacy and legislation. The Legislative Chair is also encouraged to develop an advocacy agenda, get to know our elected officials, and promote member participation in both the WA State PTA Legislative Assembly and the WA State PTA Legislative Focus Day held each February in Olympia.

- Attends all board meetings and membership meetings.
- Is the chair for legislative assembly and Focus Day.
- Keeps the board of directors updated on any legislative communications from Washington State PTA, Seattle Council PTSA and the school district.
- Attends school board meetings if possible, and gives a report to the board of directors.
- Responsible for registering attendees to the legislative assembly, and briefing them on the legislative platform prior to the assembly.
- Responsible for surveying PTSA members about legislative issues to get voting results prior to legislative assembly.
- Writes monthly advocacy/legislative articles for the PTSA newsletter.
- Keeps advocacy/legislative notebook updated.
- Attends all region and state PTA trainings.

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*See next page for non- board roles...*

## **Committee Volunteer Positions (non-board roles)**

*Committee volunteers work on their own schedule, as the needs of their role requires. They generally do not need to attend board meetings.*

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### **Annual Fund Chair**

The Annual Fund Chair is responsible developing and maintaining a database, creating and sending out an annual fund letter and brochure, documenting and depositing all proceeds from the fund drive, and reporting this to the PTSA.

### **Courtyard Garden Project Chair**

Description coming soon.

### **Elementary School Liaison**

Description coming soon.

Help coordinate and assist in leading school tours for prospective parents and students. Help show those who are interested what makes Meany a special school.

### **Financial Review Coordinator**

Completes a financial review of the PTSA books. This is typically done once each year to analyze our accounting and taxes.

### **Global Reading Challenge Coordinator**

Works with the school librarian to coordinate grade level teams of students for the Global Reading Challenge in the spring.

## **IRS/Taxes Coordinator**

Works with the treasurer to file the annual tax return for the PTSA. Ideally a volunteer position, but there is money in the budget to facilitate hiring an accountant if necessary.

## **Meany Spirit Wear Coordinator**

Coordinates with the school and the selected spirit wear vendor (e.g. Corporate Promotions) in order to place orders of Meany t-shirts, sweatshirts, hats, scarves, etc. for students and staff. Typically, one order is done in the fall, and another in the spring.

## **PTA Reflections Art Competition Coordinator**

Description coming soon.

## **Teacher/Staff Appreciation Chair**

Leads the efforts in planning and implementation of the annual teacher/staff appreciation activities along with the Volunteer Coordinator. As the budget allows, purchases items needed for appreciation activities and requests reimbursement by submitting receipts to the Treasurer. Seeks donations (or coordinates volunteers to do so) of food, beverages, flowers, etc. Manages volunteers and logistics of delivery, set-up, service and clean-up.

Outline of Appreciation Activities:

- Staff Tri-Days (late August) – provide breakfast and/or lunch for teachers/staff at school on one of the 3 set-up days before school starts.

- Curriculum Night (October) – provide pizza and refreshments for teachers and parents in the Meany Café one hour before Curriculum Night.
- Report Card Conference Night (November) – organize potluck dinner (items dropped off by parents) for teachers during their break (one hour between conference time slots).
- Week before Winter Break (December) – treats for staff on one of the days.
- Valentine’s Day (February) – treats for teachers and staff
- Teacher/Staff Appreciation Week (typically the first full week in May) – schedules a variety of things during that week to celebrate teachers and staff (e.g. lunch and/or breakfast in the staff lounge, goodies/snacks, coffee, handwritten notes for teachers and staff by the students (done during lunch time)).
- Other ideas: restock staff lounge with fresh cleaning supplies (dish soap, etc.); restock staff lounge and main office with coffee pods; flowers for the main office and staff lounge.

### **Ski Bus Coordinator**

Organizes “Friends of Meany Ski Bus” after school ski program held on 6 consecutive Fridays in January/February.

### **Wellness Team Reps**

Work with the school Wellness Team (counselors, nurse, etc.) to help facilitate food and clothing assistance programs at the school; Backpack Brigade/The Meany Closet.

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Please contact [meanymiddleschoolpta@gmail.com](mailto:meanymiddleschoolpta@gmail.com) if you are interested in any of these positions.