

These sample job descriptions may be used as a starting point for your PTA. You can customize them to meet the needs of your community. The positions that are elected (your executive committee) and the standing committee chairs that are part of your board of directors should be listed in your PTA's standing rules.

President:

- Determines the agenda for, attends, and presides over all executive committee, board of directors, and membership meetings.
- Attends council meetings or appoints a designee (if applicable).
- Oversees the board's collaboration on the completion of the annual Standards of Affiliation agreement. Ensures the PTA has a minimum of 25 members in the member database before October 31. Shares progress towards SOA checklist completion at board and membership meetings.
- Attends region and Washington State PTA trainings as required, including PTA and the Law.
- Works with the board to establish a calendar for the year.
- Responds to all correspondence addressed to the president or the PTA. Provides timely responses to council, region, and Washington State PTA communication and correspondence.
- Has regular communication with the executive committee, board of directors, committee chairs and the building principal.
- Makes appointments to positions or committees (with approval of the board of directors) and oversees all committee work.
- Ensures the membership chair enters the newly elected officer names, email addresses, phone numbers, and PTA roles are entered into WSPTA's membership database, as soon as election is complete and that updates are done as necessary.
- Communicates information on all local, council, and state PTA programs to members and school community.
- Follows *WSPTA Uniform Bylaws*, PTA Best Practices, and the PTA's standing rules.
- Promotes a positive image of PTA in the community.
- Is aware of required deadlines for payments of membership dues, insurance, corporate annual report, charities program, and pre-registration for trainings.
- May co-sign binding agreements and checks for the PTA.
- Completes (or appoints a committee to complete) applications for WSPTA awards.
- Helps plan and conduct a board retreat with the newly elected officers over the summer.

Vice President

(While a vice president is no longer a required position per Washington Nonprofit Law, WSPTA still encourages PTAs to review their possible need for the position. Your PTA may have more than one vice president with specific roles such as membership, volunteers, communications, fundraising, etc. If your PTA chooses to have one or more vice president positions, it must be specified in your standing rules. See below to **add** those specific duties to the main vice president duties listed here):

- Attends all executive committee, board of directors, and membership meetings.
- Attends region and Washington State PTA trainings as required, including PTA and the Law.

- Collaborates with board on completion of the annual Standards of Affiliation agreement.
- Performs the duties of the president in their absence or inability to serve. (If you have more than one vice president you must designate which vice president will serve in this capacity.)
- May co-sign binding agreements and checks for the PTA.
- Is aware of required deadlines for payment of membership dues, insurance, annual corporation report, charitable solicitation act, and pre-registration for trainings.
- Provides timely responses to council, region, and Washington State PTA communication and correspondence.
- Promotes a positive image of PTA in the community.

Secretary:

- Attends all executive committee, board of directors, and membership meetings.
- Attends all region and Washington State PTA trainings as required, including PTA and the Law.
- Collaborates with board on completion of the annual Standards of Affiliation agreement.
- Takes minutes and records all business transacted at each executive committee, board, and membership meeting. Prepares minutes for approval at the next meeting.
- Records attendance at meetings.
- Determines if a quorum is present at the meetings.
- Distributes approved board minutes to board members and membership meeting minutes to members.
- Writes a summary of executive committee, board of directors and membership meetings for the PTSA communications.
- Plans the meeting agenda with the president (as needed) and informs the president of any action items or unfinished business at the meetings.
- Gives notice of all executive committee, board of directors and membership meetings, including written notices or information in the PTA communications.
- Keeps the legal documents notebook(s) up to date.
- Keeps track of PTA correspondence and, at the direction of the president, responds to any correspondence directed to the PTA.
- 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 at the end of the fiscal year (June 30th).
- Provides timely responses to council, region, and Washington State PTA communication and correspondence.
- Compiles a list of newly elected executive committee and standing committee members with their contact information. Distributes the list to the board members.
- Promotes a positive image of PTA in the community.

Treasurer:

- Attends all executive committee, board of directors, and membership meetings.
- Attends all region and Washington State PTA trainings as required, including PTA and the Law.
- Collaborates with board on completion of the annual Standards of Affiliation agreement.
- Keeps an accurate and very detailed account of all funds received and all funds disbursed through the PTA, including all vouchers, receipts, bank statements, cancelled checks and other records.
- Prepares and submits a detailed, written monthly financial report to the board of directors.

- Provides all financial records as requested by the president or board of directors.
- Pays bills by check and obtains two officer's signatures on each check.
- Serves as chair of the budget committee and presents the budget to the board and membership.
- Writes a receipt for all cash transactions
- Provides copies of deposit and money count sheets to committee chairs for their records.
- Is responsible for acquiring petty cash for events.
- Receives all funds from the PTSA and promptly (within 24hrs) deposits all funds only into the PTA's account.
- Collects and counts monies from PTA events, fundraisers, programs, and activities. Completes liability insurance, IRS forms including tax exempt 990 forms, state corporate annual report and charities program forms, filing and paying and applicable local taxes, and renewing business licenses and local permits. Makes copies of these forms for the legal document notebook(s).
- Works with membership chair to pay membership dues.
- Closes PTA books by June 30th.
- Submits books and records to the financial review committee and is accessible to the financial review committee during the review(s).
- Delivers all books and records to the newly elected treasurer and works with them to ensure a smooth transition at the end of the year (June 30th).
- Provides timely responses to council, region, and Washington State PTA communication and correspondence.
- Promotes a positive image of PTA in the community.

Other Job Descriptions (these positions may be elected, part of your board of directors, or simply a committee chair):

Membership

- Plans and organizes the Fall, Winter, and Spring membership campaigns.
- Runs the membership committee meetings and makes reports on its behalf to the board of directors.
- Updates the online join membership packet in the online membership database.
- Enrolls members in the WSPTA membership database monthly.
- Works with the treasurer to ensure membership dues invoices are accurate and paid on time.
- Ensures PTA has a minimum of 25 paid members in the member database before October 31.
- Provides monthly membership status and goal updates for meetings and communications.
- Creates membership flyers, resources, contests, etc.
- Provides a presence at the Back-to-School event, curriculum night, and PTA events throughout the year to provide families with information about PTA membership.
- Encourages families to sign up for the PTA by raising awareness about the benefits of PTA for the students, families, staff, and school community.
- Attends all board of directors meetings (if a board member) and membership meetings.
- Promotes a positive image of PTA in the community.

Volunteers

- Communicates with all committee chairs and makes sure they are given all necessary information and training for their positions.

- Provides and manages volunteers for PTA events.
- Checks in with committees and helps to find additional help as needed.
- Posts volunteer needs on social media and in all communications.
- Trains committee chairs on best practices, PTA and office procedures, and flyer/communication approval process.
- Provides monthly volunteer status updates for meetings and communications.
- Recognizes and thanks volunteers for their work (including planning appreciation week) and a year-end volunteer appreciation event.
- Attends all board of directors meetings (if a board member) and membership meetings.
- Promotes a positive image of PTA in the community.

Communication

- Coordinates all PTA communication including the website, social media, newsletters/e-blasts, etc.
- Maintains the PTA website by updating information and beautifying the site.
- Ensures that the online calendar content is up to date (with input from board members and committee chairs).
- Publishes special events and awareness communications as needed.
- Ensures social media remains updated with current events, reminders and after event posts.
- Attends all board of directors meetings (if a board member) and membership meetings.
- Promotes a positive image of PTA in the community.

Fundraising

- Plans and manages fundraising campaign including, but not limited to, dining nights-out, catalog sales, shopping rewards, corporate matching programs, pass the hat donations, etc.
- Works with the treasurer to track and validate fundraising budget line items.
- Coordinates with the communication team to provide messaging on all fundraising activities.
- Creates flyers for fundraising events.
- Provides monthly fundraising status updates for meetings and communications.
- Researches and evaluates new fundraising opportunities and presents them to the executive committee and board of directors.
- Attends all board of directors meetings (if a board member) and membership meetings.
- Promotes a positive image of PTA in the community.

Advocacy

- Attends WSPTA Legislative Assembly as a delegate and Focus Day. Promotes participation in WSPTA and National PTA Action Alerts and Washington State PTA Advocacy Week.
- Ensures the PTA has an appropriate budget for advocacy, including attendance at WSPTA Legislative Assembly and Focus Day, and other advocacy related expenses.
- Builds relationships with council (if applicable) and region advocacy chairs.
- Keeps board of directors updated on any advocacy related communications from WSPTA, council and the school district.
- Attends school board meetings, if possible, and gives a report to the board of directors.
- Shares local concerns and the WSPTA platform with state and local decision makers (legislators, city council, school board, etc.)
- Provides monthly advocacy status updates for meetings and communications.
- Writes monthly advocacy articles for the PTA communications.
- Attends all board of directors meetings (if a board member) and membership meetings.

- Promotes a positive image of PTA in the community.

Yearbook

- Attends all membership meetings.
- Oversees the general operation of the yearbook to make sure everything is going as planned.
- Works with a committee of volunteers in taking pictures throughout the school year of different activities/events.
- Creates yearbook order forms and maintains order status.
- Helps spread the word on how to submit photos.
- Works closely with treasurer to track orders and money.
- Works with the school office manager to finalize list of authorized images release forms.
- Works with yearbook vendor to create final yearbook pages.
- Facilitates the distribution of all ordered yearbooks.
- Promotes a positive image of PTA in the community.

Art Docent

- Attends all membership meetings.
- Recruits and organizes the art docent volunteers for each classroom.
- Leads and arranges several training sessions throughout the year.
- Orders and maintains art docent supplies.
- Plans annual Art Walk or other event.
- Promotes a positive image of PTA in the community.