



**McDonald Elementary PTA
Draft Board Job Descriptions as of 2/15/12**

All board members have the following commitments in being part of the board:

- Attending a board retreat over the summer (3-4 hrs on a weekend)
- Monthly evening board meetings
- Three to four general PTA meetings a year
- An annual Washington State or Seattle Council PTSA Training

Executive Officer Descriptions

President

Manages overall objectives and strategies of the PTA. Presides at all PTA meetings and functions. Oversees all PTA business and represents McDonald PTA in events and issues concerning students, parents, school and the community. Communicates with and works with teachers, principal, and staff to ensure that the PTA best meets students' needs. Initiates and coordinates programs and fundraising to help meet those needs. Maintains President's notebook and keeps detailed procedural records of all events and projects that she/he oversees. Ensures that other officers and chairpersons fulfill their roles and maintain complete notebooks.

Vice President

Serves as the Vice-President the first year (*ideally* with the intent of serving as President the following year). Assists the President in all of the above and fills in for him/her, when necessary. Communicates with the Volunteer Coordinator and the Community Building Chair to ensure that they are supported in their roles and working toward broader PTA goals. Handles administrative tasks associated with board meetings and general meetings, such as arranging venue and setting up childcare.

Treasurer

Works with the President to adjust the PTA budget, prepare the annual tax return, inform committees of budgeted funds, pay bills and reimbursements and oversee ongoing PTA finances to ensure adherence to approved budget. Maintains all accounts and records, provides monthly financial reports and projections at PTA meetings and files all tax forms. Oversees and ensures the timely acknowledgement of all donations over \$100.

Secretary and Membership Coordinator

- Keeps written minutes of general PTA meetings and PTA board meetings.
- Forwards to President for review, and then submits minutes for inclusion on website and on bulletin boards.
- Makes copies of the minutes for the next PTA meeting so they can be approved by the membership.
- Coordinates PTA membership program, collects dues and registers members on the WSPTA website.
- Maintains binder of minutes and important PTA documents.

Board Positions (to be appointed by the Executive Team):

Communications Chair

- Responsible for overall PTA communication strategy
- Works to ensure consistent communication across modes of communication
- Supports fundraising chair in developing fundraising communication efforts
- Ensures that PTA communications are at an appropriate level while also making sure that important communication is communicated clearly.
- Oversees and coordinates a team of volunteers who manage the PTAs website, e-newsletter, social media, PR efforts.
- Note: A technical background is not needed for this role but communications background is preferable.

Volunteer Coordinator

- Builds up the room parent structure at McDonald by recruiting and coordinating the classroom parents.
- Assists the teachers (including Librarian and Health & Fitness teacher) in securing the resources they need from the parent community.
- Assists in the set up of classroom communications (like google groups) and communicates monthly with room parents.
- Coordinates lunchroom volunteer help.
- Assists Community Building Chair and other board members in finding volunteers as needed.

Community Building Chair (Formerly know as Events Chair)

- Builds community at McDonald by leading or overseeing non-fundraising events such as Opening Day, Family Movie Night and International Night
- Assists Fundraising Chair in logistics of fundraising events such as the Move-a-thon and Murphy's Trivia Night
- Supports PTA events such as helping to plan school tours and organizing refreshments PTA general meetings
- Assesses volunteer needs for events and works with Volunteer Coordinator to find needed volunteers

Co-Fundraising Chairs

General PTA Fund Chair

- Manages all fundraising programs for the PTA's general fund throughout the year, including supervising a Move-a-thon chair in the fall and the volunteers that head up other programs such as e-scrips, box tops, t-shirt and sweatshirt sales, etc.
- Connects interested fundraising volunteers with opportunities
- Collaborates with the IS Fund Chair as needed
- Helps with budget planning for the upcoming school year, noting how fundraising can fit with overall goals.
- Works with grant writing committee to access and apply for appropriate grant opportunities.

Immersion Support Fund Chair

- Develops and implements a strategy for fundraising for the Immersion Support Fund
- Leads the fundraising committee, mobilizing volunteers to support ISF fundraising efforts.

- Works to build a bridge of support between McDonald and the local business community
- Helps with budget planning for the upcoming school year, noting how fundraising can fit with overall goals.
- Maintains record of current fundraising opportunities.
- Works with grant writing committee to access and apply for appropriate grant opportunities.

Immersion Chair (New Position in 2012)

- Liaison to grantor of interns
- Recruits and oversees host families for immersion interns
- Informs our strategies by building relationships with and learning from immersion support methods of similar schools nationally.
- Stays current on good practices of the other immersion schools in Seattle.
- Develops and coordinates advocacy efforts for immersion support with school board and district.

Arts & Enrichment Chair

- Builds the arts and music program at McDonald with the help of staff and a parent committee.
- Oversees and coordinates all before and after school enrichment activities.
- Communicates with both program and parents about opportunities available at McDonald.

BLT Representative

Acts as a liaison and communication link between the PTA Board and the faculty. Attends the bi-monthly BLT meeting with McDonald staff. Ideally, the BLT Representative will have previous McDonald PTA Board experience and at least one child in both immersion and the upper grades.

Teacher Representative

Acts as a liaison and communication link between the PTA Board and the faculty.