

## **McDonald Elementary PTA Board Job Descriptions as of 2/12/17**

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

- 4-hour weekend Board retreat over the summer
- Monthly evening board meetings
- Three to four general PTA meetings a year
- An annual Washington State or Seattle Council PTSA Training for officers
- Actively participate and help ensure all funds used to further the mission of the PTA

### **Executive Officer Descriptions**

#### **President (can be co-Presidents)**

- Manages overall objectives and strategies of the PTA.
- Presides at all PTA meetings and functions. And acts as spokesperson for the PTA.
- 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.
- Supports the board members responsible for leading programming, fundraising and dissemination of funds.
- Maintains President's notebook and keeps detailed procedural records of all events and projects that President oversees.
- Ensures that other officers and chairpersons fulfill their roles and maintain notebooks.
- Plans Board monthly meetings, sets agenda priorities and keeps team focused on discussion and outcomes (3 hrs/mo)
- Meets on a monthly basis with Principal, (co-President if applicable) and Vice President to discuss PTA issues priorities by the Board and the parent community (3-4 hrs/mo)
- Meets with Board members as needed to discuss proposals or ad-hoc issues (3-4 hrs/mo)
- Writes report to the community after General meeting (1-2 hrs/mo)
- Works with Community enrichment chair to plan the General PTA meeting topics for the year and agendas as appropriate (3-4 hrs/mo)
- Leads the annual Board Retreat – (12+ hrs/retreat)
- Serve as co-signer of checks (in event of co-Presidents, one of co-Presidents shall have this role)
- Participate in election of regional director and ensure local unit representation at council meetings.

#### **Vice President**

- Assists the President in all of the above and fills in for President when necessary.
- Meets on a monthly basis with Principal and President to discuss PTA issues priorities by the Board and the parent community
- Communicates with the Volunteer Coordinator and the Events/Community Building Chair to ensure that each are supported in their roles and working toward broader PTA goals.
- Communicates with the Teacher Appreciation Committee (This might include new teacher welcome)
- Works with Community Needs Coordinators to support community needs: coat swap/drive in fall, food drive or gift cards for holidays and or spring break.
- Manages Google drive and assists all Chairs in documenting and uploading information.
- Organizes the Nominating Committee that will recruit qualified people for the following year's PTA Board.
- Communicates with the KidsCo director regarding childcare for PTA events
- Additional tasks as requested by President

#### **Secretary and Membership Coordinator**

- Keeps written minutes of PTA board meetings and general membership meetings.
  - In the Election Meeting, make sure signers are clearly specified in the minutes by name (the Treasurer and one other Executive Board member)
- Coordinates with the Communications chair an outline of the board and general meetings to be distributed school-wide. This should be done in a timely fashion after the meetings.
- Notify President of any unfinished business.
- Distributes board minutes to board of directors and general meeting minutes to membership for approval at the next board or general PTA meeting (as applicable).
- Assists Treasurer in coordinating PTA membership and maintaining membership roster and registers members with WSPTA.
- Signs final board and general meeting minutes and uploads them to share drive
- Maintains binder of minutes and important PTA documents
- Opens all bank statements and reviews for inconsistencies before handing them over to Treasurer

**Treasurer (may be co-Treasurers)**

- Maintains all bank accounts and keeps an accurate and very detailed account of all funds received and all funds disbursed.
- Ensures that funds received are promptly deposited.
- Works with the President to disburse funds in a timely manner and ensure adherence to approved budget.
- Provides detailed monthly financial reports and projections at PTA meetings.
- Prepares and files the annual federal tax return form (Form 990), state sales tax forms, incorporation report and charitable organization report in a timely manner.
- Oversees and ensures the timely acknowledgement of all calendar year donations over \$250.
- Inform committees of budgeted funds. Chairs the budget committee to develop the budget for the following year. Works with the board to adjust the PTA budget.
- Collects and tracks membership dues from PTA members; provide a duplicate member list to the Membership Coordinator (who is often also the Secretary)
- Closes books near end of fiscal year (June 30) and submits books and records for a financial review.
- In the event of co-treasurer, only one can be a check-signer.

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

### **BLT (Building Leadership Team) Representative and PTA Grants Co-chairs (2) - one each language**

- Acts as a liaison and communication link between the PTA Board and the staff.
- Attends the monthly BLT meeting with McDonald staff.
- Picks parent committee members to be members of the Grants Committee, ideally selecting parents across languages and a mix of upper/lower grades
- As Head of the Grants Committee, oversees the funds raised for academic support and facilitates spending of those funds in a timely and responsible manner. Currently, these are Innovation Grants and Advanced Professional Development

*Note:* Ideally, the BLT Representative will have previous PTA Board experience.

### **Communications Chair**

- Responsible for overall PTA communication strategy.
- Distributes a summary of the salient discussions from all board and general meetings to be distributed school-wide. This should be done in a timely fashion after the meetings and might be coordinated with the Secretary.
- Works to ensure consistent communication across all modes of communication.
- Supports fundraising chair in developing and executing fundraising communication.
- Ensures that PTA communications are at an appropriate level while also making sure that important information is clearly communicated.
- Oversees and coordinates a team of volunteers who manage the PTAs website, newsletter (either electronic or paper), social media such as Facebook, PR efforts, Kidmail (backpack mail), principal letters, room parent messages, all school emails, and the Student Directory.
- *Note:* A technical background is not needed for this role but a communications, journalism or English composition background is preferable.
  - Committee members:
    - Newsletter/Writer
    - Website
    - Facebook/Twitter/Google groups
    - Directory Lead
    - Backpack (KIDMAIL)

### **Fundraising Chair**

- Maintains record of current fundraising opportunities.
- Develops and implements a strategy for fundraising for the Immersion Support Fund and Student Support and Outreach Fund
- Manages all fundraising programs for the PTA's general fund throughout the year, including supervising a Move-a-thon chair and the volunteers that head up other programs such as scrip pre-paid gift cards, box tops, t-shirt and sweatshirt sales, etc.
- Connects interested fundraising volunteers with opportunities
- Helps with budget planning for the upcoming school year, noting how fundraising can fit with overall goals.
- Works with Procurement committee to access and apply for grant opportunities.
- Responsible for finding volunteers for the following Committee Leads:
  - Move-a-thon
  - Scrip Prepaid Gift Card Program
  - Corporate Fundraising
  - Magnanimous Donor Event
  - Business Relations and Contacts

- Phone-A-Thon
- Fund Raising Room Parent /Classroom Participation Competition, and
- General Communications.
- Procurement Committee
- Corporate Fundraising Chair
- Coordinates Procurement Committee which handles grant-writing, in-kind donations, etc and works to build a bridge of support between McDonald and the local business community.
- Works closely with the Corporate Fundraising Committee Lead to do the following:
  - -Seeks partnerships and funding opportunities with local and regional businesses (and, where appropriate, national/international opportunities) Develops and implements strategies for raising business/corporate donations
  - Establish and maintain strong relationships with potential business and corporate donors through email, meetings, grants and solicitations.
  - Maintains record of corporate contacts and donation history
  - Works to build a base of business donations that can be counted on year-to-year
  - Mobilizes, oversees and coordinates a team of volunteers to support fundraising efforts
  - Determines how to publicly thank business partners (which might include mentions on the PTA bulletin board at McDonald Int'l and McDonald PTA website as well as other publicity or McDonald Int'l swag that can be posted at their business)
  - Collaborates with the IS Fund and Student Support Fund Chairs as needed
  - Goal within first 2 years would be to secure enough donations to fund instructional assistants and interns

### **Community Building and Events Chair**

- Builds community at McDonald Int'l by leading or overseeing non-fundraising events such as Parent Coffees, Back to School, Family Movie Night, International Night, Summer Play dates, Family events such as Mariner's game.
- Work with existing volunteers and recruit new volunteers to form an Events Committee to oversee and plan events for the school year and to build a pipeline for future board leadership.
- Assists Fundraising Chair in logistics of fundraising events.
- Supports PTA events such as helping to plan school tours and organizing refreshments at PTA general meetings.
- Assesses volunteer needs for events and works with Volunteer Coordinator to find volunteers as needed.
  - Committee Leads:
    - Back to School (September)
    - Parent Coffee (monthly)
    - Curriculum Night (September)
    - International Night (May)
    - Parent's Night Out (Fall/Winter/Spring)
    - Movie Night (Fall)
    - Mariner's game (Spring)

### **Immersion Advocacy and Support Chair**

- 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 and best practices for immersion support with other SPS International Schools, the school board, and the district.
- Keeps the board and the McDonald parents apprised of other emerging important topics (i.e. in past, this included option school vs neighborhood school debate)
- Keeps the board and McDonald parents apprised of other emerging important topics that affect McDonald (i.e. in past this included option school debate, state educational funding/McCleary and immersion pathway to secondary schools)
- Provides out of school support for interns (orientation/classes/transportation issue/etc.).
- Host International Schools
  - Committee members:
    - Host Family Coordinators (2) - Position for a school year, Japanese & Spanish
    - Immersion Education (Dual Language) Advocate - Position for a school year
    - Intern Application Coordinator - Short-term position from Jan-Apr
    - Intern Logistics Coordinator - Position for a school year
    - Intern Social/Check-in Coordinator - Position for a school year
    - Intern Afterschool Classes coordinator - Position for a school year
    - Spanish & Japanese Resources Rep - Ongoing need

**Legislative Advocate** (incomplete description, being revised)

- Develops and coordinates advocacy efforts with other SPS schools, the school board, and the district.
- Keeps the board and the McDonald parents apprised of emerging important topics
- Keeps the board and McDonald parents apprised of other emerging important topics that affect McDonald (i.e. in past this included option school debate, state educational funding/McCleary,...)

**Volunteer Coordinator**

- Responsible for recruiting volunteers for set positions and/or tasks, as well as miscellaneous jobs that come up during the year per request from the school, such as MAP testing and picture day.
- Responsible for recruiting volunteers to support PTA committees and projects, such as school events, fundraising, student garden, MIGHT (cafeteria compost program). Such requests should come from the appropriate board member or committee chair.
- Endeavor to encourage volunteerism among the McDonald community in general.
- Additional volunteer positions to be filled within the first weeks of school:
  - Google group communications
  - Room parents
  - Volunteer Security Screening
  - Student Directory
  - School Supplies
  - Office Administration Help
  - Lost and Found
  - First Day Packets
  - School Tours
  - MIGHT Composting and Garden Gnomes
  - Information Sign(s)
- Responsible for recruiting additional volunteers as needed throughout the year as requested by coordinating board member or committee chair.
- Oversees Room Parents and facilitates Room Parent Orientation
- Responsible for communicating all volunteer needs to McDonald News Team

**Enrichment After School Activities Chair (formerly Arts & Enrichment Chair)**

- Builds the afterschool programs at McDonald with the help of staff, Enrichment committee leads and parental focus groups.
- Coordinates with teachers/staff after school programs
- Oversees and coordinates all after school enrichment activities
- Communicates through website and newsletters to parents/students about enrichment opportunities available at McDonald.
- Oversees the committee leads
  - Enrichment Committee Leads:
    - Volunteer Lead
      - Coordinates onsite PTA volunteers during after school activities
      - Allocates scholarship and volunteer classes
    - Provider Leads
      - Communicates with individual providers regarding expectations and registration guidelines
      - Obtains roster information from providers and organizes for teachers/McDonald office/KidsCo staff
    - [Arts and Music enrichment -- this job may be removed, pending PTA Board vote]

#### **Teacher Representative (2)**

- Acts as a liaison and communication link between the PTA Board and the faculty.
- Not board members (no voting privileges) but are invited guests to board meeting