

# RHS PTSA Job Descriptions

PTSA Board, committee, and volunteer duties include supporting the needs of the RHS Students, staff, and parents/guardians who make up our Redmond High School Community.

**RHS PTSA Mission Statement:** To encourage the connections between home school, and community and to enrich the learning environment for students, staff, and families.

## **Executive Board Positions\***

**\*Any position may be occupied by two members, making it a “co” position, upon consent of both members nominated to occupy the position.**

**President:** The position of President is a voting member of the RHS PTSA Executive Board and is required to attend all General and Board Meetings, attend monthly meeting with principal or member of administration, attend monthly LWPTSA Council meetings (or select a designee to attend in their place), and complete one Council Approved Training per year. The President will oversee and coordinate the work of the Executive Board to run a PTSA effectively while presiding over all PTSA Board and General Membership meetings. This position will serve as the official contacts, communicators and representatives of the PTSA and will work with the Board, the Principal, and the ASB to determine yearly goals and execute them effectively. The President is an authorized signer for PTSA bank accounts as well as all contracts and authorizations for payment. They are also an ex-officio member of all committees (except the nominating committee) and will work to maintain/submit all legal documents as required by WA State PTA. The President is also responsible for creating and submitting the annual council scholarship basket, overseeing the Internal Grants Program, and managing the annual PTSA Awards program. The President is responsible for reviewing and updating Standing Rules annually. The President is expected to effectively lead the Board to connect families, school, and community to support student success. The President also directly oversees the Internal Grants program, Financial Review committee, PTSA Awards committee, and E-Prep chair.

**Secretary:** The position of Secretary is a voting member of the RHS PTSA Executive Board and is required to attend all General and Board Meetings and complete one Council Approved Training per year. In addition, the Secretary will prepare agendas for Board and General Membership meetings, record and distribute minutes of Board and General Membership meetings, maintain a complete file of all approved minutes, agendas, and materials distributed at any official PTSA meetings. The Secretary will also maintain a legal documents binder and store in their home. This position is also responsible for reporting any correspondence as needed on behalf of the PTSA and with approval of the Board. The Secretary collects all PTSA mail weekly and distributes it as appropriate. They review and sign monthly bank statements for accuracy and provides them to Treasurer within 7 days of collection. Additionally, the Secretary will update school bulletin board displays with current PTSA news and information and work with administration to update the reader board with pertinent information. The Secretary oversees the Membership chair and the Standards and Awards chair.

**Treasurer:** The position of Treasurer is a voting member of the RHS PTSA Executive Board and is required to attend all General and Board Meetings and complete one Council Approved Training per year. The Treasurer will maintain permanent records to track funds and financial transactions, and as the chair of the Budget Committee will prepare the annual budget for adoption by the General Membership. The Treasurer is also required to pay all PTSA bills as authorized by Board or General Membership, prepare monthly reports and present these reports at every Board and General Membership meeting. The Treasurer also prepares and presents an annual financial report to the membership. This position is also required to submit taxes and reports required by PTSA bylaws, insurance or federal and state governments on/before the proper due dates. The Treasurer oversees the Ways and Means chair, the external grant writing process, and Affinity fundraising program.

**VP Communications:** The position of VP Communications is a voting member of the RHS PTSA Executive Board and is required to attend all General and Board Meetings and complete one Council Approved Training per year. The VP Communications oversees the Newsletter Editor, Social Media Coordinator, Webmaster, and the Summer Mailer Coordinator (if any) to ensure all communication from the PTSA is effective and in working order and provide monthly

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status reports to the board. The VP Communications will be responsible for both printed and electronic communications as well as all account names and passwords for web hosting, domain name, social media accounts, and for any information associated with any PTSA related communications accounts. This VP will also be responsible for posting and updating a current calendar of events, contact information for PTSA officers and chairs, and all PTSA documents and forms as needed.

**VP Volunteers:** The position of VP Volunteers is a voting member of the RHS PTSA Executive Board and is required to attend all General and Board Meetings and complete one Council Approved Training per year. This position works to coordinate and create sign-ups for all volunteer needs for PTSA, ASB, and school events as needed. Events may include, but are not limited to, Laptop Check-In/Check-Out, Picture Day, ASB Dances (including set up, serving, clean up, and coat check), Summer Mailer, Library Help, Senior Events (including Senior Sunrise and Sunset), and any other event volunteer needs. The position acts as a liaison for all events requiring volunteers, whether school or PTSA sponsored. The position is responsible for maintaining a current list of volunteers and dispersing the list to each department and committee, verifying all volunteers have been approved by Lake Washington School District, and advertising volunteer needs and opportunities to the school community. The position directly oversees the RHS Help program and Pantry Packs chair.

**VP FACE:** The position of VP FACE (Family and Community Engagement) is a voting member of the RHS PTSA Executive Board and is required to attend all General and Board Meetings and complete one Council Approved Training per year. This position will support programs and events that aim to make all members of our school community, including new families, feel welcome at RHS and at all PTSA events. The VP will work with Executive Board and the administration to provide educational and informational events/speakers for the school community on issues that are of concern or of importance to our school community. The VP will work to find suitable speakers and events, work to schedule these events, advertise these events, and coordinate with the VP Hospitality for refreshments as needed. The VP will work closely with the VP DEI to ensure that all groups are welcome at all events. This VP will also oversee the annual Arts Fair event, the Adult Education chair, and the Beautification chair.

**VP Hospitality:** The position of VP Hospitality is a voting member of the RHS PTSA Executive Board and is required to attend all General and Board Meetings and complete one Council Approved Training per year. This position will work with all VPs and Chairs who have events where food, beverages, or other refreshments are served and with VP Volunteers where volunteers are needed to set up, serve, or clean up refreshments. This position directly oversees the Staff Appreciation Chair and is responsible for supporting school administration, the PTSA, and the ASB with events by providing and/or creating sign-ups for refreshments and service items as requested. The events may include but are not limited to Staff Appreciation, Back to School Staff Breakfast, Curriculum Night, student dances, Student Programs events, Senior Events (including Senior Sunrise and Sunset), and PTSA meetings (including the PTSA Awards ceremony each June). This position will be required to obtain a food worker's card.

**VP Student Programs:** The position of VP Student Programs is a voting member of the RHS PTSA Executive Board and is required to attend all General and Board Meetings and complete one Council Approved Training per year. The VP Student Programs will work with appropriate chairs to support and promote the Reflections, Grad Night, Senior Send-Off/Legacy Gift, Senior Scholarship, the ACT/SAT Prep, and Sustainability programs. This position is responsible for the successful execution of all related events, budgeting, and timelines, and will provide monthly status reports to the Board. This position will work closely with VP Volunteers on any activities requiring volunteers and VP Hospitality on any events where refreshments will be provided.

**VP DEI (Diversity, Equity, and Inclusion):** The position of VP DEI is a voting member of the RHS PTSA Executive Board and is required to attend all General and Board Meetings and complete one Council Approved Training per year. This position is responsible for advocating for institutional and systemic changes that ensure equity, justice, respect, and inclusion of all students, staff, and families, including identifying opportunities to make PTSA events and programs more accessible, inclusive, and welcoming to all. This position will participate in the LWPTSA Council DEI Committee meetings and activities and work with school administration on equity efforts. This position oversees the Advocacy chair and the Special Needs chair. This position will also work with VP FACE to identify events that focus on DEI topics for the school community.

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## Standing Committee Chairs

**ACT/SAT Prep Chair:** This position reports to the VP FACE. This chair is responsible for the successful planning and execution of the annual RHS PTSA sponsored SAT and ACT Practice Tests program. These full-length practice tests offer students the opportunity to practice test taking strategies and determine baseline scores prior to taking the official SAT and ACT college entrance exams. The chair is responsible for working with a reputable company and communicating with the Executive Board on that choice. Once a contract is settled and has been signed by the President, the ACT/SAT Prep Chair will be responsible for all communication regarding administering of the testing, ensuring that the price of testing is within guidelines set by the college board, and work to schedule test dates for the school year This position will be responsible for working with the Communications team to get information to students and families as well as the VP Volunteers team to ensure that two RHS PTSA members are present for each test date.

**Advocacy Chair:** This position reports to the VP DEI. This chair is required to attend the Legislative Assembly, educate members about the advocacy process, communicate issues relevant to children, and make the PTSA and community aware of all available advocacy opportunities. This chair will be required to give reports at all Membership Meetings, help to promote all in-person advocacy opportunities (Brown Bag lunches, Advocacy Coffee Chats, etc.), and encourage members to submit issues and/or resolutions for the WSPTA legislative platform. This chair will support bond and levy election efforts in coordination with the LWSD and the Bond and Levy Committee, communicate and encourage participation in events (flag waving, phone banks, etc.), and offer bond education as needed.

**Arts Fair Chair:** This position reports to VP FACE. This chair will be responsible for creating a team of volunteers to work together to plan and implement the annual event. This chair works closely with the VP Communications and VP Volunteers on coordination and promotion of the event. This chair is expected to provide regular reports to the Board.

**Beautification Chair:** This position reports to VP FACE. This chair will work with the Administration on improvements and maintenance of the school grounds and garden plantings. This chair will help to fill gaps where building funds fall short or don't meet the needs of the building and the school community. This chair should take the time to be aware of the grounds needs and arrange appropriate clean-up/planting dates as needed. The chair will also work closely with school clubs, teams, and programs to schedule clean-up days throughout the school year.

**Emergency Preparedness Chair:** This position reports to the President. This chair is responsible for the successful support of the school's emergency preparedness program as well as emergency supplies for use of the staff, students, and administration should there be a natural disaster or community emergency. The e-prep chair must attend council e-prep events and meetings. The chair is responsible for maintaining a master supply list with expiration dates, organizing and mapping the storage space, removing and replacing items when expired, and communicating updates with the board, administration, and the school district of supply and expirations.

**Membership Chair:** This position reports to the Secretary. This chair will work to create and implement a membership plan, promote membership throughout the year, collect dues, and distribute membership cards digitally. . The chair will maintain up-to-date member records using approved software and report each month on the status of memberships to the Board. The Membership Chair will lead membership recruitment efforts to families and RHS staff, advertise General Membership meetings through newsletter, emails and social media, set a yearly membership goal, plan membership campaigns and campaign materials, arrange and advertise any membership benefits and check membership rosters frequently for duplicate/missed entries.

**Reflections Chair:** This position reports to the VP Student Programs. This chair position works to support the Reflections program, a national arts program. This chair is responsible for advertising the program and ensuring that students know of the opportunity. The chair will collect all entries, work with local members of the community to judge the entries and submit winning entries to council. The chair will also be responsible for tracking the winners and reporting the information on the national PTA website. The chair will display the artwork at the annual reflections art show and then return all work to students with appropriate recognition and advertise in the newsletter all winning entries.

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**Senior Scholarships Chair:** This position reports to the VP Student Programs. This chair will form a committee to advertise the Senior Scholarship program and to then review and approve submitted applications. The chair will then notify recipients of the scholarship awards, invite the winners and their families to the awards banquet, and work with the President to plan and set up a small end-of-year awards event celebrating both scholarship winners. The chair will also present the scholarships to each student at the event and publicly post the scholarships in the PTSA Newsletter, website, and the local newspaper via RHS PTSA communication channels.

**Senior Grad Night Celebration Chair:** This position reports to the VP Student Programs. This chair will support the annual RHS PTSA sponsored, all-night drug and alcohol-free, safe graduation celebration immediately following commencement ceremonies. The chair are responsible for forming a committee; this committee should include the following two positions: Grad Night Treasurer to track all Grad Night expenses and a Junior Class Parent who will commit to be the following year chair. The chair are responsible for working with a reputable company and communicating with the Executive Board on that choice. Once a contract is settled and has been signed by the President, the chair will arrange locations, activities, food, transportation, and all other details for the entire night. The chair must also determine pricing and any fundraising opportunities, arrange for volunteers for bus loading and chaperones, communicate with volunteers/parents/students, stay within budget and leave the required monies for next year's deposits as per the RHS PTSA Standing Rules. The chair will advertise the program, sell tickets, and collect required consent forms.

**Senior Send Off Chair:** This position reports to the VP Student Programs. This chair will be responsible for the planning and execution of the annual Senior Send Off program. Duties will include reserving a venue and any necessary equipment, planning the dress rehearsal as well as the actual event, advertising to students, attaining student participants, plan and incorporate decorations, work with the VP Hospitality and VP Volunteers to ensure that any needs are met, and provide for any necessary video and photographic needs.

**Special Needs Chair:** This position reports to the VP DEI. This chair will work to support the special needs community by attending all monthly Council meetings and reporting information to the RHS PTSA board, membership, and administration. This chair will work with the Board, Administration, and community liaisons to help the school community to understand and embrace the uniqueness of all individuals, identify and break down barriers and let the PTSA know how they can help to develop and share resources/information/outreach programs available in our community and surrounding communities.

**Staff Appreciation:** This position reports to the VP Hospitality. This chair will help to provide special lunches and treats for RHS Staff throughout the year. This includes the back to school breakfast for staff (in August/September), Curriculum Night (in September/October), and Staff Appreciation Week (in May). The chair is responsible for forming a committee and creating a plan on all staff appreciation events for the school year. The chair will work with the VP Volunteers to recruit help with set up and clean up for each staff appreciation event. The chair will handle providing or ordering all food, refreshments, gifts, including creating sign-ups for donations. The chair will coordinate with school Administration on plans and advertise this information to the staff and the Board.

**Sustainability Chair:** This chair reports to the VP Student Programs, supports the Green Team student program, and is responsible for working with the school district to ensure RHS is practicing proper and up-to-date sustainability programs. This position is expected to give monthly reports at PTSA meetings and provide monthly status reports to the VP Student Programs and/or Board.

**Ways and Means Chair:** This position reports to the Treasurer. This chair works to support the fundraising programs including the annual Pass the Hat donation programs.

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## Volunteer Job Descriptions

**Adult Education Coordinator:** This position reports to VP FACE. This volunteer will work closely with the VP FACE to find speakers, panels, webinars, events, programs, etc. that provide parent education opportunities to our RHS families. The coordinator will work with the Council, the District, and RHS families to promote relevant and meaningful opportunities. They will book speakers, venues, and communicate the events to the community. This volunteer should also work with the External Grant Writer to find grants to cover costs if possible.

**Affinity Programs Coordinator:** This position reports to the Treasurer. This volunteer is responsible for the successful operations of our Affinity Programs; these fundraising programs currently include but are not limited to: Amazon Smile, Fred Meyer, and Everything Party. The duties of the volunteer will be to ensure the program is appropriate for the school community to participate and associate with, work with the Treasurer to ensure it is a worthwhile program, search for additional possible Affinity programs, and communicate those to the board. The volunteer will also maintain communications and advertise the programs to our General Membership throughout the year to encourage participation via regular RHS PTSA communication channels.

**Budget Committee:** This committee shall be appointed by the Board no later than March to review current budget and make suggested changes for the General Membership meeting in April/May. The committee shall consist of current/past president(s) and current/past Treasurer and any other members appointed by the board. This committee will work with all VPs and chairs to ensure the proper allocation of necessary funds.

**External Grant Writer:** This position reports to the Treasurer. This volunteer will be responsible for researching and acquiring grants from the outside community in support of RHS PTSA mission. The volunteer will work with Treasurer to research opportunities and write grant requests that will allow our school to benefit from local, national, and international grants in all areas of education. The grant writer may assist with securing grant funding for school and classroom projects given the approval of the Board and building administration.

**Financial Review Committee:** This committee shall be appointed by the Board in the fall/winter to provide a thorough Financial review of all PTSA records and books. This committee shall convene in January for a mid-year Financial Review and again in June for a year-end Financial Review. The committee will be responsible to provide all findings and recommendations to the Treasurer to be given as a full report at both a Board and General Meeting.

**Internal Grants Committee:** This committee shall be appointed by the Board to review the staff grants submitted by RHS staff for PTSA fulfillment. The committee will be responsible for communicating the grants schedule to the staff, receiving all applications, organizing applications, and presenting applications to the entire board for discussion and approval. This committee shall convene in the fall for first round of grants and again in March for secondary round of grants if funding allows. The committee shall do its best to research the history and background of all grants for Board discussion. Committee will communicate with staff on grants status and work with the Treasurer on payment of approved grants.

**Newsletter Editor:** This position reports to the VP Communications. This volunteer (or volunteers) is responsible for gathering articles and creating the weekly RHS PTSA newsletter which is used to communicate to and keep the school community informed of all PTSA and school information. The editor is responsible for maintaining the following on a weekly basis and in a timely manner: newsletter submission requests, newsletter updates, editing the information and verbiage to be accurate and appropriate, all formatting including links/forms/documents, adding and removing recipients as needed, timely delivery of newsletter on set day/time, and providing archive links to the webmaster for housing past newsletters on website.

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**Nominating Committee:** This committee shall be elected in the fall and work together to find suitable candidates to fill all elected positions for the following school year. The committee will present its final slate of nominees no less than 15 days prior to the general membership meeting in April/May for voting. Additional guidelines for this committee are located in the Washington State PTA Nominating Committee Handbook.

**PTSA Volunteer Awards Committee:** This board appointed committee will help to recognize our outstanding volunteers who have played an integral part in our success all year long. Those awards may include: Golden Mustang, Golden Acorn, Outstanding Educator, Outstanding Advocate, Outstanding Student Advocate, and Honorary Life Membership Awards. The volunteers will work closely with the president(s) and the VP Volunteers to find the best candidates while also securing nominations from the board, RHS staff, students, and families. The awards form will be updated annually and sent out through the newsletter and all social media accounts. After winners have been determined. The committee will then invite them and their families to the awards event, and work with the Presidents to plan and set up a small end-of-year awards event celebrating both scholarship winners and PTSA awards recipients, including the ordering of all award plaques. The committee will also present the awards at the event and publicly post the winners in the PTSA Newsletter and website.

**RHS Help/Pantry Packs Chair:** This position reports to the VP Volunteers. This volunteer will work closely with the Counseling office and the RHS Help program to ensure the needs of students are always met. The volunteer will also work with the RHS food recovery program to connect the Pantry Packs program with food that can be sent home to those in need.

**Senior Grad Breakfast Chair:** This position reports to the VP Student Programs. This volunteer will plan a breakfast for graduating seniors following graduation rehearsal. This volunteer is responsible for providing all food, beverages, and other refreshments, as well as working with VP Volunteers if volunteers are needed to support the event.

**Senior Sunrise/Sunset/Legacy Gift Program Coordinator:** This volunteer will work with the VP Hospitality, and the VP Volunteers to ensure that all food, volunteer, and donations needs are met for the senior sunrise and the senior sunset. This volunteer will also be responsible for planning, coordinating, and implementing a senior legacy project if decided to do so.

**Standards and Awards Coordinator:** This position reports to the Secretary. This volunteer will be responsible for collecting and compiling all materials necessary to apply for any council, state, or national level PTSA compliance and standards awards. The volunteer will submit all award applications and keep board updated on status of those awards.

**Social Media Editor:** This position reports to the VP Communications. This volunteer will be responsible for weekly (or more) updates and creative content for our social media presence, including but not limited to Facebook and Twitter. This volunteer will work closely with communications VP and the newsletter editor to ensure information is shared and promoted across all platforms accurately and in a timely manner. The coordinator will work to ensure that the administrators of the RHS PTSA Facebook page are the current president and VP of Communications.

**Webmaster:** This position reports to the VP Communications. This volunteer will work to ensure that the current technology meets the needs of the PTSA, maintain the website and make website content updates as needed and requested. This volunteer will work closely with the communications VP, the newsletter editor, and the social media coordinator to ensure accurate website content.