

Hough Elementary PTSA Board Position & Responsibilities

BOARD OF DIRECTORS

Hough Elementary PTSA (Parent, Teacher, Student Association) is a registered 501(c)(3) non-profit business governed by the bylaws of the Washington State PTA and the standing rules of the Hough PTSA unit. PTSA is a member-driven association. The fundamental role of the Board is to govern, though much of the day-to-day work of a PTSA is done by its Board. Boards are entrusted with the PTSA's work by the members. Although some responsibility can be delegated to officers or committees, ultimately it is the board of directors that is responsible for the PTSA. As stewards, the board has specific legal responsibilities, such as paying taxes and annual corporation renewals.

Currently, the Board holds one 1-hour meeting per month, however, frequency of meetings is decided by the Board. WA State PTA requires all board members attend a minimum of one training a year. Trainings are available in-person and online. Each unit needs at least one board member to attend the 'PTA and the Law' training each year. A PTSA board position is an important commitment. Time commitment required depends on the calendar of events, number of volunteers recruited to run programs, and the scope of programs the PTSA sets for the year.

ALL BOARD AND COMMITTEE POSITIONS CAN BE SHARED!!

TERM OF OFFICE

The term of office for elected positions is one year (July 1- June 30). No member may serve more than two consecutive terms in the same office (position). Officers who have served eight months in a position will be considered to have served a full term. (WSPTA Uniform Bylaws, Article 5, Section 6).

ROLE DESCRIPTION & DUTIES

President

Time commitment: 15-20 hours per week

Role:

The President(s) coordinates all work of the association, leads all meetings, liaison with principal, represents Local PSTA at Council meetings, meets regularly with officers and coordinators, and acts as a check signer. Serves in all areas as needed.

Duties:

- Play a lead role in the PTSA as the presiding officer.
- Set priorities for how the PTSA will meet its mission.
- Grow PTSA membership, welcoming a diverse and inclusive group of members.
- Plan and run effective programs within the approved budget.
- Lead fundraising efforts.
- Act as the PTSA's official spokesperson.
- 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*, PTSA Best Practices, and the PTSA's standing rules.
- 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 PTSA.
- Promotes a positive image of PTSA in the community.