

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

Vice President

Time Commitment: 3-6 hours per week (more after large events)

Role:

The vice president(s) will act as the primary liaison between the PTSA board and the staff at Hough Elementary to ensure effective communication with parents, teachers, and administration. The vice president(s) will oversee the activities of the Communications Coordinator to maintain consistent messaging of all PTSA activities.

Duties:

- Temporarily assume and perform the duties of the president as needed.
- Support PTSA priorities and volunteers.
- Work with other PTSA leaders, school principal, staff, and community partners to encourage family engagement and to support students and advocate for success.
- Recruit and manage volunteers.
- Attends all executive committee and membership meetings.
- Attends region and Washington State PTA trainings as required, including PTA and the Law.
- Collaborates with the board on completion of the annual Standards of Affiliation agreement.
- 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.
- Promotes a positive image of PTA in the community.