

## 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**

#### **Secretary**

Time Commitment: 1-5 hours per week (busiest before and meetings held every other month)

Role:

The Secretary records the minutes of both general and board meetings, records attendance at all meetings, maintains copies of all reports, notices, and statements.

Duties:

- Takes minutes and records all business transacted at each executive committee, board, and membership meeting. Prepares minutes for approval at the next meeting.
- Records attendance at meetings.
- Determines if a quorum is present at the meetings.
- Distributes approved board minutes to board members and membership meeting minutes to members.
- Plans the meeting agenda with the president (as needed) and informs the president of any action items or unfinished business at the meetings.
- Keeps track of PTSA correspondence and, at the direction of the president, responds to any correspondence directed to the PTSA.
- Makes sure all copies of the legal documents notebook(s) and permanent records files are in order and ready to transfer to newly elected officers at the end of the fiscal year (June 30th).
- Compiles a list of newly elected executive committee and standing committee members with their contact information. Distributes the list to the board members.
- Maintain and preserve PTSA records and important documents.
- Attends all executive committee and membership meetings.
- Attends all 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.
- Gives notice of all executive committee, board of directors and membership meetings, including written notices or information in the PTSA communications.
- Promotes a positive image of PTSA in the community.