

2019-20 HAZEL WOLF K-8 PTSA BOARD MEMBER JOB DESCRIPTIONS

Executive Board

Co-President

Minimum Expectations:

1. Attend and preside over all general session and board meetings
2. Plan and distribute meeting agendas
3. Understand and implement parliamentary procedure
4. Understand PTSA rules and objectives from a local and national perspective
5. Ensure that planned calendar events are executed through the PTSA board, committee leads and volunteers
6. Maintain positive relationships with Hazel Wolf Principal and Staff
7. Ensure PTSA deadlines are met
8. Meet with Principal Nelsen weekly to review status of school and PTSA activities
9. Communicate to Principal, Staff, School Board, and Regional PTA leadership as necessary
10. Develop relationships with area schools' leaders and community organizations to benefit the Hazel Wolf community
11. Review all new project proposals and direct to appropriate Vice President
12. Provide support and direction to the following board members:
 - a. VP – Operations
 - b. VP- School Community
 - c. Co-Treasurer
 - d. Secretary
 - e. E-Stem Coordinator
 - f. Fundraising Coordinator
 - g. Equity Liaison(s)

Vice President – Operations

Minimum Expectations:

1. Provide support and direction to the following board members:
 - a. Membership Coordinator
 - b. Community Outreach Coordinator
 - c. Legislative Liaison
 - d. Family Support Coordinator
2. Review new project proposals and direct to appropriate board member
3. Meet with board members on a monthly basis to review status of active projects
4. Provide regular status reports to President
5. Assist President in ensuring that all PTSA deadlines are met
6. Perform duties of the President if he/she is unable to serve

Vice President – School Community

Minimum Expectations:

1. Provide support and direction to the following board members:
 - a. Social Events Coordinator
 - b. Student Enrichment Coordinator
 - c. Homeroom Rep/Staff Appreciation Coordinator
 - d. Staff Support Coordinator
2. Review all new project proposals and direct to appropriate board member
3. Meet with board members on a monthly basis to review status of active projects
4. Provide weekly written status report to President
5. Assist President in ensuring that all PTSA deadlines are met
6. Perform duties of the President if he/she is unable to serve

Co-Treasurers

Minimum Expectations:

1. Serve as chair of budget committee
2. Provide support to:
 - a. Special Funds Coordinator
3. Prepare and present budget to membership/board
4. Attend “PTSA and the Law” and “Money Matters” (September)
5. Understand membership service fees and finances within the by-laws and standing rules
6. Keep an accurate and detailed account and submit written report each month
7. Write checks, deposit checks, distribute signed checks
8. Record expenses and income on the balance sheet/ income statement
9. Assist Fundraising Coordinator in helping track money and orders/donations for larger fundraisers

Secretary

Minimum Expectations:

1. Determine if quorum is present, record attendance, and in the absence of President and VPs, call to order and chair meeting
2. Record minutes and all business transacted at each PTSA meeting
3. Prepare minutes for approval at the next meeting, archive approved minutes
4. Keep all legal documents and permanent record files in order
5. Prepare thank you cards for donations and gifts
6. Maintain the current member roster by adding/renewing members to the WSPTA web-based membership system. Collect membership fees and submit to PTSA Treasurer
7. Send remittance forms to the WSPTA periodically
8. Print out membership cards and work with Homeroom Rep Committee Lead to distribute

Board Members

Marketing and Communications Co-Coordinators

Minimum Expectations:

1. Provide support and direction to the following committees:
 - a. First-week Kidmail Packet
 - b. Pawprint
 - c. School Directory
 - d. Web Site
 - e. Facebook/Social Media
 - f. School Communications
 - g. PTSA Alias
2. Assist board members and committees in providing marketing/communications ideas for all PTSA related events and activities
3. Collaborate with other board members and committee leads to determine ongoing marketing and communications needs
4. Email committee leads weekly to check status on active projects, meet in-person as needed
5. Provide regular status updates to Vice President
6. Assist committee leads in making sure project deadlines are met

E-STEM Coordinator

Minimum Expectations:

1. Provide support and direction to the following projects:
 - a. Recycling
 - b. Gardening/Clean Up
 - c. Purchasing of compostable supplies for events (plates, cups, utensils, etc.)
 - d. E-STEM Career Day
 - e. Earth Day
 - f. E-STEM Celebration
 - g. Living Wall
 - h. Other projects as determined by school E-STEM staff
2. Work with School E-STEM Teacher to build community awareness on E-STEM initiatives
3. Work with Mr. Fogarty to coordinate E-STEM Career Day, E-STEM Celebration, Recycling Events, Gardening/Clean Up Events, etc.
4. Provide sustainability support/feedback for all PTSA events to increase sustainability throughout the school community.
5. Work with the E-STEM leadership team to communicate E-STEM initiatives to our school community and generate support and volunteers as needed
6. Review new project proposals to determine which new events and activities should be considered by the board
7. Provide regular status updates to President

Special Funds (Fund-a-Need) Coordinator

Minimum Expectations:

1. Spend money from restricted funds / manage relationships / report on status of restricted funds

Equity Liaison(s)

Minimum Expectations:

1. Provide support and ensure communication between the PTSA Board and the following committees:
 - a. Racial Equity Committee
 - b. Racial Equity Team
2. Email committee leads (or attend their meetings) regularly to check status on active projects
3. Work with PTSA Board to determine equity goals and help plan for the upcoming school year
4. Provide regular status updates to President

Fundraising Coordinator

Minimum Expectations:

1. Provide support and direction to the following committees:
 - a. Read-a-Thon
 - b. Direct Appeal
 - c. Auction
 - d. Other Fundraisers (Box Tops, Give Big, Restaurant Nights, etc.)
 - e. Spirit Gear
2. Work with Treasurer to determine fundraising goals and help plan fundraising calendar for the upcoming school year
3. Review new project proposals to determine which new fundraisers should be considered by the board
4. Email committee leads regularly to check status on active projects, meet in-person as needed
5. Provide regular status updates to President
6. Assist committee leads in making sure project deadlines are met

Homeroom Rep & Staff Appreciation Coordinator

Minimum Expectations:

1. Recruit, coordinate and support homeroom and middle school grade reps.
2. Introduce and supply contact info to teachers before school starts to ease recruitment confusion.
3. Communicate and support room reps to:
 - a. support teacher in getting families involved (class volunteers, supplies, snacks and party treats, class auction item, etc.)
 - b. help channel communications between class families and the PTSA
 - c. plan a couple of all-grade activities, like a playground meet-up; and help post things on the all-grade Facebook group (to help build all-grade sense of community)
4. Consolidate communications from multiple sources and communicate regularly with reps to get the word out about events and opportunities.
5. Coordinate Staff Appreciation events.
6. Provide regular status updates to VP of School Community

Social Events Coordinator

Minimum Expectations:

1. Provide support and direction to the following committees:
 - a. Summer Playdates
 - b. Back-to-School Events
 - c. Fall Social/Family Event
 - d. Spring Social/Family Event
2. Review new project proposals to determine which new social events and activities should be considered by the board
3. Email committee leads regularly to check status on active projects, meet in-person as needed
4. Provide regular status updates to VP of School Community

Student Enrichment Coordinator

Minimum Expectations:

1. Provide support and direction to the following committees:
 - a. Book Fair
 - b. Spelling Bee
 - c. Literacy Night
 - d. (Math & Engineering) Game Night
 - e. Book Swap
 - f. Field Day
2. Review new project proposals to determine which new student extension events and activities should be considered by the board
3. Email committee leads regularly to check status on active projects, meet in-person as needed
4. Provide regular status updates to VP of School Community
5. Assist committee leads in making sure project deadlines are met

Staff Support Coordinator

Minimum Expectations:

1. Provide support and direction to faculty/staff in helping them spend grants and stipends.
2. Work with faculty/staff to determine which resources are needed.
3. Review new project proposals to determine whether grant requests should be considered by the board
4. Email committee leads regularly to check status on active projects, meet in-person as needed
5. Provide regular status updates to VP of School Community

Family Support Coordinator

Minimum Expectations:

1. Provide support and direction to the following committees:
 - a. Coat Drive
 - b. Weekly Backpack Food Program
 - c. Snack Drive
2. Work with Counselor(s) and Principal to determine which resources are needed to support Hazel Wolf families
3. Review new project proposals to determine which new family support events and activities should be considered by the board
4. Email committee leads regularly to check status on active projects, meet in-person as needed
5. Provide regular status updates to VP of Operations
6. Assist committee leads in making sure project deadlines are met

Community Outreach Coordinator

Minimum Expectations:

1. Work to integrate school community into the Pinehurst neighborhood
2. Coordinate neighborhood outreach events, like the Toy Swap
3. Coordinate volunteers for School Open House Tours
4. Assist and coordinate Translation for PTSA events and communications
5. Provide regular status updates to VP of Operations

Membership Coordinator

Minimum Expectations:

1. Manage the MemberPlanet Membership database – help train other users and determine best uses of the system for our PTSA
2. Design and distribute Membership Survey to PTSA members to ensure PTSA priorities align with that of our member base.
3. Provide regular status updates to VP of Operations

Legislative Liaison

Minimum Expectations:

1. Stay up to date on legislative, city, state, or district changes that impact our school/families.
2. Communicate information as necessary or determine if the board should adopt a resolution.
 - a. Some examples are making sure families know about boundary changes, program changes, option school changes, transportation changes, etc.
3. At a city/state level, keeping on top of funding, levies, etc.