

Timberline Middle PTSA

Position Descriptions

TMS PTSA Board duties include working together to support the needs of the community Timberline Middle School, with a primary focus on its students, but also including families, staff, and the surrounding community.

TMS PTSA Mission statement: to encourage the connections between home, school, and community and to enrich the learning environment for students, staff, and families.

Board of Directors:

PRESIDENT

- The (co-)president(s) shall be the presiding officer and the official spokesperson of the Timberline PTSA, following standards of conduct
- Official signer on all PTSA bank accounts
- Keep updated on all Standards of Affiliation
- Appoint a financial review committee to perform twice-annual reviews of all books and records
- Communicate regularly with officers and chairs and be available to members, preside over all board and membership meetings, and automatically serve as an ex-officio member of all committees (except the nominating committee)
- Stand as participant on budget committee, PTSA awards committee, and internal (staff) grants committee
- Work directly with Hospitality Chair and Membership Chair to set and attain goals and plans of action
- Work with all volunteers, committees, and school to set and attain annual goals and plans of action
- Have a positive relationship with the council, AVP, and neighboring school PTSAs
- Have a positive relationship with the Timberline principal and staff
- Work to update standing rules, budget, organizational chart, job descriptions, policies, and annual calendar each year
- Required to attend one approved WSPTA Training class annually

Meetings (8-16 hours a month)

- Bi-weekly meetings with the Principal (45 minutes * 2)
- Bi-weekly meetings with Counselors (30 minutes * 2)
- Monthly council meetings (90 minutes per month)
- Annual WSPTA Convention (3 days in May)
- Legislative Assembly (2 weekend days in October)
- TMS PTSA Board and Membership Meetings (90 minutes per month)
- Monthly check-in with Timberline AVP (60 minutes)
- Additional meetings/check-ins as needed

Commitment (excluding meeting times)

- 20 – 40 hours a month

EXECUTIVE VICE PRESIDENT

- Work with co-presidents to assist in keeping PTSA on track for all goals
- Help facilitate a smooth transition between incoming and outgoing officers and committee chairs by providing historical/parliamentary PTSA information as needed or requested
- Assist with open board and chair roles as needed
- Work on any special projects as needed and chair or aid various ad-hoc committees as requested

Meetings

- TMS PTSA Board and Membership Meetings (90 minutes per month)

Commitment (excluding meeting times)

- 4-8 hours per month

SECRETARY

- Send out a Call for Agenda items to all Board Members one week prior to all meetings. Using that information, the secretary will work with the president to formulate an official agenda
- For board meetings, agendas shall be sent out at least three days prior to meetings along with meeting invitation information. For membership meetings, agenda and meeting invitations shall be sent 10 days prior to the general membership as well as to the Board and chairs; Board of Director Meeting agendas and invitations will be sent to all Board members and chairs only
- Take minutes for all board and membership meetings, plan and distribute the monthly meeting agenda, issue notices of meetings, handle correspondence, and keep roster of committees
- Take attendance at meetings to determine if a quorum is present and keep record of attendance
- Receive and review all monthly bank statements; sign and date with comments and turn over to treasurer
- Maintain a current roster of all officers and board members and work with the membership chair to have a current membership list available for membership meetings
- Maintain copies of all minutes, correspondence, committee reports, newsletters, meeting notices, and other such documents in the official files of the local PTSA
- Collect and organize all compliance documents; apply for annual standards/compliance PTSA awards
- Work with Treasurer to keep all official PTSA records and documents, one shall be hard copy, the second stored under File Storage Policy guidelines
- Update File Storage Policy annually
- Required to attend one approved WSPTA Training class annually

Meetings

- TMS PTSA Board and Membership Meetings (90 minutes per month)

Commitment (excluding meeting times)

- 4-8 hours a month

TREASURER

- Assure all PTSA funds are promptly deposited into established bank accounts
- Assure that appropriate and adequate insurance is purchased for the PTSA
- Keep an accurate and detailed account of all funds received and disbursed
- Pay all authorized financial obligations of the PTSA, including membership dues and fees owed to a council
- Prepare and file the appropriate IRS informational forms (990-N, 990-EZ or 990), state sales tax forms, annual incorporation renewal report, Charitable Solicitations report, business license, city/county licenses
- Preserve all receipts, invoices, bank statements, cancelled checks, and other financial records as specified in the records retention timetable
- Present a detailed, written monthly financial report at all board and general meetings and submit written reports by mail or email to the board during months when no meetings are held. These reports shall be sent to all meeting attendees at least three days prior to meeting along with agenda and meeting invitation information
- Develop and present, with the support of the budget committee, the budget for the following year
- Submit an annual report at the end of the fiscal year (June 30)
- Prior to delivering books to new treasurer, submit current year's records to a financial review committee
- Keep an accurate record of all PTSA owned property
- Work with internal grants committee to pay all approved grants and follow up to ensure usage by June 30th
- Work with Secretary to keep all official PTSA records and documents, one shall be hard copy, the second stored under File Storage Policy guidelines
- Update Funds Handling Policy and the Login/Password Policy annually
- Required to attend one approved WSPTA Training class annually

Meetings

- TMS PTSA Board and Membership Meetings (90 minutes per month)

Commitment (excluding meeting times)

- 10-15 hours per month. The summer is slow, but the two months with the financial review and the beginning of the school year when all the donations and memberships come in at once take more.

VP WAYS AND MEANS

- Responsible for the means to raise PTSA funds and the ways the funds are distributed to the community
- Oversee and support the committees of external grants, affinity programs, Pass the Hat program, and any other fundraising events and committees that serve this purpose
- Lead the Staff Grant process throughout the year
- Attend TMS events to promote our fundraising efforts throughout the year
- Responsible for working with treasurer to track all donations and send out thank you letters to donors accordingly and in a timely manner
- Work to procure and create the annual gift basket for the LWSF annual scholarship fundraising program
- Work directly with the TMS Help/Pantry Packs coordinator to ensure funding and promote events.

- Required to attend one approved WSPTA Training class annually and attend all TMS PTSA board and membership meetings

Meetings

- TMS PTSA Board and Membership Meetings (90 minutes per month)

Commitment (excluding meeting times)

- 3-4 hours a month

VP COMMUNICATIONS

- The VP Communications shall be responsible for the dissemination of information to the board, school staff, students, and families of the TMS PTSA community
- Oversee and support the volunteers managing the weekly newsletter, website, social media, online calendars, and other committees or volunteers who serve this purpose
- Keep record of all logins and passwords for all online PTSA activity across all committees
- Work to create an annual digital summer mailer to update students and families on the upcoming school year information
- Create and centralize all forms used across all committees
- Work to create a cohesive Style Guide for all PTSA communications to ensure a regulated appearance and ensure the proper branding on all PTSA items and communications
- Update the Social Media Policy and the Login/Password Policy annually
- Required to attend one approved WSPTA Training class annually and attend all TMS PTSA board and membership meetings

Meetings

- TMS PTSA Board and Membership Meetings (90 minutes per month)

Commitment (excluding meeting times)

- 9-13 hours a month

VP VOLUNTEERS

- The VP Volunteers shall be responsible for reaching out to all families to create a list of interested volunteers and their availability
- Maintain list of interested volunteers and use that information to connect volunteers to events and committees when needed
- Create and manage all volunteer sign-ups across all committees
- Attend events and manage all volunteers as needed
- Oversee and support volunteers managing Hospitality including staff appreciation events and ASB events
- Required to attend one approved WSPTA Training class annually

Meetings

- TMS PTSA Board and Membership Meetings (90 minutes per month)

Commitment (excluding meeting times)

- 4-5 hours a month on average, but 4-6 hours/week at the beginning of the school year (September)

VP FACE

- The VP FACE shall be responsible for efforts, events and programs that welcome and build the Timberline community and offer opportunity for parents and families to engage with the school and each other
- Oversee and support the volunteers involved with the needs of our diverse community: special needs, language liaisons, community engagement events, and other committees that serve this purpose
- Create a calendar of events including speakers, panels, round tables, and events that allow all members of the community to attend
- Work directly with the Advocacy Chair to ensure involvement and awareness of all council and state advocacy programs
- Required to attend one approved WSPTA Training class annually

Meetings

- TMS PTSA Board and Membership Meetings (90 minutes per month)

Commitment (excluding meeting times)

- 2-4 hours a month

VP STUDENT PROGRAMS

- The VP Student Programs shall be responsible for researching and creating appropriate student programs that include all students and enrich the educational environment and expand educational opportunities
- Oversee and support the volunteers involved with enrichment programs, service learning, student PTSA clubs, and national PTSA programs
- Create an annual calendar of programs and events and work with school to ensure a broad range of opportunities are available between PTSA and ASB
- Update the Student Programs Policy annually
- Required to attend one approved WSPTA Training class annually

Meetings

- TMS PTSA Board and Membership Meetings (90 minutes per month)
- Meeting with teachers, chairs, vendors and sometimes event organizers (e.g. competition event organizers)

Commitment (excluding meeting times)

- 6 - 8 hours a month on average, with 2-3 additional hours during competition times

VP SUSTAINABILITY

- The VP Sustainability shall work with the appropriate chairs to support the Green Team student program, the environmental compliance coordinator, the beautification chair, and the e-prep chair to ensure the success of all programs
- Create an annual calendar of events and programs to encourage sustainability across all PTSA, school, and ASB events and programs
- Work with the council, district, and surrounding schools to ensure TMS is practicing proper and up-to-date sustainability programs
- Update Sustainability Practices Policy annually
- Required to attend one approved WSPTA Training class annually and attend all TMS PTSA board and membership meetings

Meetings

- TMS PTSA Board and Membership Meetings (90 minutes per month)
- Council Sustainability Committee Meeting (90 minutes per month)
<https://www.lwptsa.net/advocacy/sustainability/>
- Optional King County Green Meeting (usually 45-60 minutes on a quarterly basis)
<https://kingcounty.gov/depts/dnrp/solid-waste/programs/greenschools/virtual.aspx>

Commitment (excluding meeting times)

- 2 hours a month

VP OF ADVOCACY

- The VP of Advocacy shall represent Timberline Middle PTSA at the WSPTA Legislative Assembly, annual convention, and other events as available
- Connect with the council and neighboring schools to further district-wide advocacy plans
- Communicate with board, school, and community the current state of advocacy programs that pertain to our school and community
- Disseminate State Advocacy opportunities in coordination with Communications team
- Lead advocacy efforts for any LWSD levy or bond years
- Attend available council level trainings/meetings

Meetings

- TMS PTSA Board and Membership Meetings (90 minutes per month)
- Monthly DEI Committee Meeting (or have DEI Chair attend) (60 minutes)
- Monthly Special Education (SpEd) Meeting (60 minutes)
- Attend/participate in Focus Day if applicable

Commitment (excluding meeting times)

- 5 hours a month

Standing Committee Chairs:

DIVERSITY, EQUITY, AND INCLUSION (DEI) CHAIR

- Foster and embrace diversity, equity, and inclusion, with a focus on respect and acceptance of every family and student
- Maintain Multi-Cultural calendar
- Maintain a list of contact information for translators in the event that translators are needed
- Work with VP of Communications to publish information, events, and resources
- Work with VP of Advocacy and VP of FACE to offer at least one education event/training per year that focus on a topic that aligns with equity and diversity
- Create a DEI guide for PTSA programming
- Engage board in DEI conversations at monthly board meetings
- Report to VP of Advocacy

BEAUTIFICATION CHAIR

- The Beautification Chair shall work to keep school grounds clean and updated
- Work with the school and the district to create beautification programs and events that involve staff, students, and community
- Create an annual calendar of events and programs
- Attend available council level trainings/meetings and TMS PTSA Board and Membership Meetings (90 minutes per month) as needed

EMERGENCY PREPAREDNESS CHAIR

- The Emergency Preparedness Chair shall support of the school's emergency preparedness program as well as manage all emergency supplies for staff, students, and administration should there be a natural disaster or community emergency
- Maintain 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
- Occasional newsletter articles
- Participation in LWSD events as needed
- This chair position is an official voting member of the board of directors, except during a tie-break
- Attend available council level trainings/meetings

Meetings

- TMS PTSA Board and Membership Meetings (90 minutes per month)

- Quarterly LWSD E-prep meeting (90 minutes per month) Emergency Preparedness – Lake Washington PTSA Council 2.8 (lwptsa.net)
- Monthly Safety Committee Meeting with TMS (30 minutes)

Commitment (excluding meeting times)

- Take inventory (8 - 10 hours): once a year spend 4-5 hours to run the inventory (counting and checking the supplies) and another 4-5 hours to consolidate the inventory (putting back the supplies, adding in new supplies and donating soon-to-expire supplies)
- Purchase inventory (10 – 20 hours): agree on the elements to purchase, delivery and sorting

HOSPITALITY CHAIR

- The Hospitality Chair shall work to provide recognition of all staff members at TMS through staff lunches, treats, gifts, and events throughout the year
- Support school administration, the PTSA, and the ASB with events by providing refreshments at events as requested and as budget allows
- Use Plan of Action form to list plan and budget for staff appreciation and any other hospitality events
- Work with VP Volunteers to establish community donations and volunteers for each event
- This chair position is an official voting member of the board of directors, except during a tie-break
- Attend available council level trainings/meetings

Meetings

- TMS PTSA Board and Membership Meetings (90 minutes per month)

Commitment (excluding meeting times)

- 2-4 hours a month (depending on what is done that month)

MEMBERSHIP CHAIR

- Plan and lead the membership drive and ongoing promotion throughout the year
- Attend TMS events to promote membership as well as communicate member benefits
- Manage the website data entry and communication about membership with WSPTA
- Work with Communication team to communicate members benefits through newsletter, social media, and membership emails throughout the year
- This chair position is an official voting member of the board of directors, except during a tie-break
- Attend available council level trainings/meetings

Meetings

- TMS PTSA Board and Membership Meetings (90 minutes per month)

Commitment (excluding meeting times)

- 1-2 hours a month, with an additional 2-4 hours at the beginning of the year

REFLECTIONS CHAIR

- Responsible for the promotion and implementation of the annual nation-wide arts competition at Timberline
- Communicate theme and provide guidance of rules to all students and encourage student participation
- Collect all art and applications and ensure all rules have been followed
- Procure category judges for final approval
- Work to plan an annual reflections reception at Timberline honoring all participants
- Set up and take down annual council display
- Communicate winners through newsletter and social media, return all artwork by end of school year
- Attend available council level trainings/meetings and TMS PTSA Board and Membership Meetings (90 minutes per month) as needed

Volunteer Positions:

Affinity Programs Coordinator: 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 VP Ways and Means and 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 TMS 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.

Community Events Coordinator: This coordinator shall work closely with the VP FACE and VP Student Enrichment to help in providing appropriate, engaging events and programs to the entire Timberline community.

Cultural Community Liaison: This is an opportunity to bring like-communities together at Timberline. This position would help coordinate activities, educational events, panel discussions or other programs and events focused on a specific cultural community. This is an excellent opportunity to advocate for your community and have your voices heard.

Enrichment Coordinator: This coordinator shall work closely with the VP FACE and VP Student Enrichment to help in providing appropriate, engaging student clubs and programs to all TMS students

Environmental Compliance Coordinator: This coordinator will work closely with the VP Sustainability, green team, and the district to ensure that Timberline is enforcing all appropriate environmental compliance guidelines. Help to establish best practices for all staff, PTSA, and student events and programs and work to keep our school the highest level of compliance possible.

External Grant Writer: This volunteer will be responsible for researching and acquiring grants from the outside community in support of TMS PTSA mission. The volunteer will work with the VP Ways and Means 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 TMS 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 August 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.

Language Community Liaison: This position would work directly with the PTSA board to connect members of our language communities who may need help with translations. It may include translating documents, web content, or even helping to translate at meetings and events.

LWSF Scholarship Basket Coordinator: This volunteer will work with the board to determine a theme for the annual LWSF Basket Silent Auction donation as required. Once theme is determined, the volunteer will work to procure all items for basket through donations and use budgetary funds as needed. Volunteer will be responsible for creating basket and delivering to the LWSD offices by due date.

Newsletter Editor: This volunteer is responsible for gathering articles and creating the weekly TMS 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.

Newsletter Guest Writer: A fun opportunity to create content for our weekly newsletter. Have a great idea you want to share? Have some specific information or an op-ed you would like to share? Be our guest writer!

Nominating Committee: This independent 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 in the Washington State PTA Nominating Committee Handbook.

Parent Education Coordinator: This coordinator shall work closely with the VP FACE and VP Student Enrichment to help in providing appropriate, engaging events and programs to the parents and families in the Timberline community. This volunteer may work in conjunction with the council and neighboring schools to create larger, district wide events.

Photographer: Responsible for taking photographs at PTSA events and programs. Working with TMS yearbook coordinator to ensure all students are featured in yearbook and all students have official school photos.

PTSA 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: Emerald Timberwolf, Golden Acorn, Outstanding Educator, Outstanding Advocate, Outstanding Student Advocate, and Honorary Life Membership Awards. The volunteers will work closely with the president and the VP Volunteers to find the best candidates while also securing nominations from the board, TMS 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 order plaques and engravings and purchase flowers for winners; then plan and set up a small end-of-year awards event coinciding with the final general membership meeting of the year.

PTSA National Programs Coordinator: This coordinator shall work closely with the VP Student Enrichment to help promote and implement all national and council PTSA student programs. Those programs may include but are not limited to Reflections, essay contest, and the code writing contest.

Social Media Editor: 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 TMS PTSA Facebook page are the current president and VP of Communications.

Summer Mailer Coordinator: This volunteer will form a committee as necessary and will work with the board and school to send PTSA promotional materials via mail in early August. The volunteer will be responsible for all communication with the board and chairs regarding the mailer format including sending the mailer to the district print shop, getting the mailer ready for mailing, and taking the mailer to the Post Office bulk mail office for mailing. In the event that the mailer is a post card, the summer mailer coordinator will ensure that the PTSA Presidents Letter, Membership/Pass the Hat form, and program promotional materials are included in the back-to-school packet or a postcard directing families on where to attain all information.

Standards and Awards Coordinator: 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. The coordinator works directly with the Secretary.

TMS Help/Pantry Packs Coordinator: This volunteer will work closely with the VP Ways and Means as well as the TMS counseling department to ensure the needs of students are always met. The volunteer will also work with the Pantry Packs program with food that can be sent home to those in need. This chair will also promote any TMS Help Gift Card Drives.

Video Blogger: A unique opportunity to share your talents with the TMS community! Help to make our weekly newsletter and our website more interesting and exciting by providing fun “how-to” videos on any number of topics.

Webmaster: 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. Time commitment is 2-3 hours per month with an additional 4-6 hours at the beginning of the school year.