

## Description of PTSA Volunteer Roles

**President** – Responsible for the overall management of the PTSA

Direct duties:

- Lead the PTSA toward the specific goals approved by the membership
- Set the agenda for all PTSA meetings
- Complete building use request forms at the beginning of each year to reserve school space for meetings
- Plan and lead monthly Board of Directors
- Plan and lead three General Membership meetings
- Be aware of and utilize resources from LWSD PTSA Council, State PTSA, and National PTSA
- Review and update Standing Rules as needed
- File Standards of Affiliation contract each year
- Sign all binding agreements
- Attend monthly LWSD PTSA Council meetings or send a delegate in his/her place and
- Invite delegates to attend PTSA Founder's Day Luncheon
- Appoint table captain for LWSF Luncheon
- Meet regularly with the principal
- Work to create and maintain the annual budget
- Be aware of key dates, deadlines, and priorities for the school and PTSA.
- Disseminate and communicate all information received that is pertinent to PTSA programs
- Work with the Principal to recommend candidates to receive recognition at the Volunteer Appreciation Breakfast
- Maintain a copy of the PTSA's legal documents in the President's Legal Binder
- Monitor and provide assistance to various committees

**1<sup>st</sup> Vice President** – Acts as an aide to the President and assumes duties as directed by the President.

Direct duties:

- Preside at PTSA meetings when president is unavailable
- Find speakers for Membership meetings
- Work on any special projects as needed
- Monitor and provide assistance to various committees
- Find owner for Council Theme Basket
- Attend monthly Board Meetings and General Membership meetings

**Treasurer** – Responsible for the financial operations of the PTSA

Direct duties:

- Maintain full and accurate accounting records using Quickbooks or other financial software
- Maintain a copy of the PTSA's legal documents in the Treasurer's Legal Binder
- Handle all deposits and disbursements of PTSA funds
- Prepare a monthly reconciliation of the checking account
- Submit written statement of all funds and activity at Board and General Membership meetings
- Present a proposed budget for approval at the Spring General Meeting
- Close the books at the end of each fiscal year
- Ensure that tax returns and other federal and state compliance forms are accurately and timely filed
- Help facilitate the financial review of books and records twice a year
- Attend monthly Board Meetings and General Membership meetings

**Secretary** – Responsible for recordkeeping and ensuring that that PTSA is operating in accordance with PTSA bylaws.

Direct duties:

- Collect agenda items from Executive Board prior to Board Meetings, prepare agenda and distribute to Board, Principal(s) and teacher reps along with minutes of previous meetings for review
- Prepare copies of agenda, prior meeting minutes any other handouts for Board and General Membership meetings
- Collect signatures and maintain attendance records of Board and General Membership meetings
- Accurately record and publish the minutes of Board and General Membership meetings
- Maintain all meeting records as well as all of the PTSA's legal documents in the Secretary's Legal Binder
- Monitor and maintain a list of the training classes the Board of Directors attends throughout the year to meet our training requirement
- Summarize a list of nominated candidates to receive recognition at the Volunteer Appreciation Breakfast, order the annual volunteer awards and prepare award certificates
- Attend monthly Board Meetings and General Membership meetings

**VP Communications** – Responsible for managing communication between the PTSA, parents, and staff, including all electronic materials and website maintenance

Direct duties:

- Communicate with Einstein parents and staff via weekly Ottermail, the PTSA's email newsletter
- Closely monitor the PTSA calendar
- Responsible for all web administrative duties, including maintaining current and relevant content on the PTSA website
- Update and maintain the domain and all email/mail groups under EinsteinPTSA.org
- Follows PTSA logo usage guidelines and perform regular backups to the PTSA shared drive
- Assist with evaluation of possible new PTSA-funded software purchases
- Attend monthly board meetings and General Membership meetings

**VP Family Events** – Responsible for overseeing and coordinating four annual school-wide family events

Direct duties:

- Coordinate and manage each family event
- Manage event expenses within allotted budget
- Organize materials and determine volunteer needs for the event
- Advertise events by creating flyers and posters
- Identify and contact vendors as needed
- Recruit and manage volunteers for set up, clean up and during the event
- Complete building use request forms at the beginning of the year to reserve school space for events
- Attend monthly board meetings and General Membership meetings

**VP Fundraising** – Responsible for raising funds needed to meet the yearly budget

Direct duties:

- Manage all fundraising activities for the PTSA including Fall Fundraiser, Otters Fun Run, PCC Scrip Cards, Box Tops, Amazon Smile, Fred Meyer Community, etc.
- Advertise other fundraising efforts to the school community
- Research and evaluate new fundraising opportunities
- Send out donation acknowledgment letters to donors

- Help create yearly PTSA budget
- Attend monthly board meetings and General Membership meetings

**VP Membership** – Responsible for recruiting members and maintaining the membership database

Direct duties:

- Recruit Einstein parents and staff to join the PTSA by raising awareness of the benefits of PTSA membership
- Track and keep accurate records of PTSA membership
- Be present at various PTSA events to provide parents with information about PTSA membership
- Advertise General Membership meetings through newsletter, posters and flyers
- Coordinate the First Day Coffee events at the beginning of the school year
- Provide refreshments for General Membership meetings

**VP Volunteers** – Responsible for recruiting and connecting parent and community volunteers with various volunteer opportunities

Direct duties:

- Maintain database of PTSA volunteers from the volunteer opportunities form and classroom signups
- Ensure that all volunteers have submitted LWSD background checks
- Follow up with all new volunteers and conduct new volunteer interviews
- Hold volunteer orientation training in September/October
- Connect volunteers with committee chairs
- Advertise volunteer opportunities and recruit additional volunteers to support PTSA programs as needed
- Be present at various PTSA events to provide parents with information about volunteering at PTSA
- Research and evaluate new ways to recruit and keep volunteers active
- Identify alternate volunteer resources such as special interest or community groups
- Attend monthly board meetings and General Membership meetings

**VP Student Activities** – Responsible for coordinating and overseeing after-school activities for Einstein students for three sessions (Fall, Winter, Spring)

Direct duties:

- Find interesting and relevant afterschool activities
- Contact vendors, negotiate and sign contracts
- Complete building use request forms at the beginning of each quarter to reserve school space for classes
- Prepare and distribute registration materials
- Register students and coordinate parent chaperones
- Pay vendors and keep track of student activity finances
- Distribute and evaluate year-end survey to collect feedback from parents who have used after-school activities
- Knowledge of Excel and other online software (such as Signup Genius) is recommended but not required
- Attend monthly board meetings and General Membership meetings

*Art Docent Coordinator* – Plan monthly art projects or lessons for each grade level. Train and manage volunteers to present the planned lesson in the classroom. Purchase and prepare art materials needed for projects, organize materials in storage area and prepare art carts.

*Art Docent Volunteer* – Present and facilitate a planned art lesson in the classroom once a month. No formal art background required to volunteer, just a desire to bring art to the classroom. The lessons are already thoroughly planned with detailed instructions and all supplies will be ready for the class's immediate use.

*Assistant Treasurer* – Collaborate with the Treasurer in their various functions, including receiving, counting and depositing all funds collected by the PTSA and forwarding the deposit receipts and other paperwork to the Treasurer for formal recording and filing.

*Book Fair* – Assist the librarian with Scholastic book sales at the quarterly library fundraiser – (Oct, Feb and March)

*Box Tops* – Manage the Box Tops for Education collection activities. Responsibilities include promoting the collecting of box tops, organizing collection drives and preparing the Box Tops for mailing.

*Bulletin Board* – Create interesting, kid friendly and informative bulletin boards in coordination with the PTSA and school office staff. Depending on the month and the activities going, the board may be changed every 2-4 weeks. Subject matter can range anywhere from the Welcome Back board to Red Bucket Food Drive to the Fun Run.

*Classic Books* – Encourage reading for reading's sake. Volunteers will select book options from the Classic Books library, provide synopsis to the students so they can make a selection, distribute books to students, and lead a small group discussion on the book that the students read.

*Community Liaison* – Foster relationships between the PTSA and local businesses and organizations with the goal of getting the community invested and supporting Einstein

*Egg Drop* – Plan and execute the popular school-wide egg drop contest at the end of the school year. Responsibilities include contacting the Redmond Fire Department to confirm their involvement, advertising the event to students to encourage participation and managing the event on the day of with the help of volunteers.

*Emergency Prep* – Ensure that Einstein is prepared in the event of an emergency. The coordinator is tasked with organizing, making an inventory, maintaining or replenishing the emergency supplies. Attendance at the Emergency Preparedness meetings at Lake Washington PTSA Council is also encouraged.

*First Day Packet Coordinator* – Request updates from various PTSA members for First Day Packet materials, oversee document updates and printing, and organize a team to assemble the packets before the start of the new school year.

*Food Box Program Coordinator* – Coordinate the program that helps provide a box of supplemental food for students and their families identified as “food insecure” during school breaks. While Einstein provides free and reduced lunches when school is in session, these meals are not available during breaks. The Food Box Program coordinator raises awareness for the program, encourages the Einstein community to put boxes together to donate, and acts as a PTSA liaison between the Redmond Nourishing Network and Einstein school counselor.

*Fruit Cutting Committee*– Pick up donated organic fruit from PCC, wash and cut at home or at school. Distribute to classrooms by 10:30 AM. Transportation is required to pick up the fruit. (2-2.5 hours start-finish)

*Graphic Designer* – Provide creative direction and design assistance to those who would like help with their PTSA project or event. Examples of work that may need design help include event banners, flyers, website banners, webpage design, logo design, and any printable PTSA material like volunteer forms.

*Grant Writing Coordinator* – Find creative sources of funding for Einstein to obtain supplies, support programs and staff needs by researching and identifying grant opportunities. Responsibilities include discussing funding needs with relevant parties, looking for available grants and facilitating the grant application process.

*Head Room Parent* – Act as coordinator and information resource across room parents and Einstein teachers. Kick-off the school year by confirming selection with teachers, notifying room parents, and providing room parent resources and training. Follow-up during year with reminders of holidays, birthdays, wish lists, and teacher appreciation. Coordinate reminders of official parties and provide information/support for those room parents who

request it. Collect feedback from room parents and teachers on best practices, lessons learned etc. This role is ongoing and most work can be achieved electronically/off-site.

*Health Room Assistant* – Be on call to back up the Health Room Secretary Responsibilities include providing TLC to sick or injured students. This volunteer does not administer medication and training is provided. Times needed: 10:15-2:30 M-F if you are called and are available to help.

*International Night Chair* – Looking for someone passionate about celebrating the diversity at Einstein. Responsibilities include recruiting families to set up tables to highlight their culture through pictures, dress, food, games, etc., finding performers to further highlight the represented cultures, enlisting volunteers to help with set up and clean up, and general facilitation to make this very popular Einstein event a success. International Night is scheduled for April so planning begins in February.

*Library Helper* – Help our librarian by assisting with checking in and shelving of library books.

*Lunch Buddy* – Invest in the future of a student in need of an adult role model. Lunch buddies meet for one hour each week with their student to complete crafts, play games, each lunch together, or just talk. Volunteers provide social support by being a friend to their student.

*Nominating Committee* – This committee is comprised of three PTSA members elected by the PTSA general membership in January. The committee identifies, recruits and nominates qualified candidates for each elected PTSA position, by holding confidential meetings and reviewing nominations. The committee is also tasked with trying to find volunteers to hold the various chair positions needed to run PTSA sponsored programs. (Late winter/early spring)

*Ottermail Editor* – Send out request for articles to board members, Einstein staff and committee chairs for inclusion in Ottermail. Distribute draft, complete edits to content and send out for weekly distribution.

*Otterwear Coordinator* – Manage the ordering process for Otterwear, which is available for purchase twice a year – fall and early spring. Distribute Otterwear items following receipt from vendor and reconcile billing.

*Otters Fun Run Committee* – Plan and help execute the Otters Fun Run by finding corporate sponsors, soliciting student prize donations from the community, holding committee meetings, updating or creating online and printed materials in support of the event, hosting the Fun Run Assembly, working on the logistics for the day of the event, tracking lap data and funds raised. (January-June)

*Pantry Packs* – Help provide weekend packs of food for students identified as “food insecure” by the school counselor. Responsibilities include packing and picking up food items once a month from Hopelink (Kirkland location) and distributing packs weekly to classroom of identified students. Transportation is needed to pick up the assembled packs from Hopelink the first Wednesday of every month between 2:30 and 4:45.

*Photographer* – Capture fun and memorable moments throughout the school year by taking pictures at various school functions for use in the yearbook and PTSA projects.

*Picture Day Coordinator* – Work with Lifetouch, our photo vendor, to coordinate student pictures and retakes. (October)

*Reader Board* – Update the reader board located at the school parking lot entrance on a biweekly basis.

*Reflections Committee* – Coordinate the implementation of the National PTSA Reflections Art Program with materials provided by the Lake Washington PTSA. Committee is responsible for advertising and disseminating information to the students, collecting entries, recruiting judges, having the entries judged and forwarding the winning entries to the Lake Washington PTSA council. Host a small party or other celebration for all the student entrants. (Sept – Nov)

*Room Parent* – Like to plan fun and creative parties? Room parents are responsible for organizing simple classroom parties (Halloween, Valentine’s Day and End of the year party) with your child’s teacher and other parent volunteers.

*Parents on Patrol* – Contribute towards creating a safe environment for our students during drop off and pick up. Parents on patrol work alongside safety patrol students to ensure that the lineup areas, bus zone and crosswalks are safe for all. Coordinate with the staff coordinator for the program.

*SBA Snacks* – Purchase, organize and deliver the healthy snacks to classrooms during SBA (Smarter Balanced Assessment) testing. (Spring)

*School Directory Coordinator* – Collect information from Lake Washington School District for the student directory. Prepare and format student and parent information and oversee production and distribution of directory. Must have knowledge of Excel (October/November)

*Small Group Instruction* – Work directly in your child's classroom by facilitating small Math and Reading groups.

*Social Media Coordinator* – Provide regular updates and maintain the Einstein PTSA Facebook page, and other social media outlets as needed.

*Spanish Translation* – Translate written documents for circulation to our Spanish speaking families.

*Special Needs Liaison* – Support communication and understanding between Einstein students receiving special education services, parents, and special education staff members. Provide guidance to parents in need of additional information regarding the special education services that Lake Washington School District provides.

*Staff Appreciation Coordinator* – Plan and organize staff appreciation events, including bi-annual staff appreciation luncheon (Fall and Spring). Stock and maintain baskets in the staff lounge and restrooms. Collect, maintain and publish the Staff Favorite Things form and Teacher Wish List.

*Student Store*- Organize the Halloween and Valentine's Day "student store" during lunch periods. Responsibilities include purchasing items for resale and working with the 5<sup>th</sup> grade teachers to create a staffing schedule. (Oct, Feb)

*Teacher Production Assistant* – Lighten our teacher's workload by making copies of lesson materials. Some cutting and pasting may be involved.

*Vision and Hearing Coordinator* – Liaison between the school nurse and parent volunteers to run the annual school vision/hearing test. Responsibilities include recruiting and contacting volunteers prior to testing to confirm their availability. Supervise and facilitate vision and hearing testing on the day of.

*Vision and Hearing Testers* – Facilitate vision and hearing testing for all students. Training is provided for this daylong event. (Oct)

*Walk to School Day* – Manage the annual event to promote walking/biking to school. (Oct)

*Yearbook Editor* – Selects and negotiates contract with Yearbook vendor. Makes sure volunteer photographers are covering school and family events. Collects photos for yearbook throughout the year, coordinates individual and class photos, oversees yearbook production and distribution.