

## ISPTSA Board Positions: Description of Duties

Each position on the board is for one year but not more than two consecutive years. The time commitment provided is a guidance. Some may choose to volunteer more time than indicated. All positions are unpaid volunteer positions. Nominees must be a parent or guardian of a student at International School and is a current ISPTSA member.

<b>President</b>
<ul style="list-style-type: none"> <li>• Preside at all ISPTSA board meetings or designate a presiding officer; plan meeting agendas with input from other officers, committee chairs, directors and membership.</li> <li>• Be familiar with the WSPTA Uniform Bylaws, ISPTSA Standing Rules, and ISPTSA Mission and Goals.</li> <li>• Maintain confidentiality on student and staff related issues.</li> <li>• Manage board member roster in PT Avenue.</li> <li>• Be knowledgeable of basic parliamentary procedure.</li> <li>• Attend ISPTSA sponsored meetings when possible. At a minimum, attend two events throughout the school year.</li> <li>• Works with VP of Outreach to organize parent education events and student programs.</li> <li>• Encouraged to apply for Volunteer Approval through BSD to oversee events.</li> <li>• Change passwords to all online accounts.</li> <li>• Attend meetings as indicated below.</li> <li>• Promote a positive image of the ISPTSA to the school community.</li> <li>• Monitor income and expenditure against yearly budget.</li> </ul> <p><u>Meetings to attend:</u></p> <ul style="list-style-type: none"> <li>• Bi-Monthly ISPTSA board meeting (1 hour, August - June)</li> <li>• ISPTSA general meetings (at least 3 meetings per year)</li> <li>• Monthly meeting with Principal (30 minutes, September - June)</li> <li>• Monthly Bellevue PTSA Council meeting (2 hours, September - June; or designate a presiding officer)</li> <li>• Principals training lunch session over summer. (2 hours)</li> <li>• Annual transfer of signatures at bank (1 hour)</li> <li>• Attend at least one mandatory training as required in the WSPTA Uniform Bylaws to remain in good standing. (1-2 hours)</li> </ul>
<b>Time Commitment Per Month: 3-5 hours</b>

<b>President Elect</b>
<p>This position is a training position for president and will serve as president if the current president is unable to attend meetings or events.</p>
<b>Time Commitment Per Month: 3-5 hours</b>

## Secretary

- Take notes at all ISPTSA meetings and develop the meeting minutes.
- Determine if a quorum is present, keep attendance sheets, and call a meeting to order in the absence of the president.
- Seek approval and revisions to the minutes at each following meeting. Post unapproved and approved minutes as established by the Executive Committee.
- Be knowledgeable of basic parliamentary procedure.
- Send email reminders for the Executive Committee and Board of Directors meetings.
- House all of the records for the ISPTSA either at home or in the ISPTSA office at the school.
- Keep one copy of the ISPTSA legal documents.
- Keep a roster of all committee chairpersons, board positions, and executive committee members.
- Promote a positive image of the ISPTSA to the school community.
- Monitor income and expenditure against yearly budget.

### Meetings to attend:

- Bi-Monthly ISPTSA board meeting (1 hour, September- June)
- Attend ISPTSA general meetings as requested.
- Attend at least one mandatory training as required in the WSPTA Uniform Bylaws to remain in good standing. (1-2 hours)

**Time Commitment Per Month: 2-3 hours**

## Treasurers

The Treasurers are the authorized custodians who manage the funds of the ISPTSA on behalf of the membership and the board of directors. The funds, the books, and the record-keeping materials are the property of the ISPTSA. The treasurers shall serve as active participants on the board and attend all meetings.

### **Treasurer One:**

- Disburse monies according to the approved annual budget.
- Maintain checking and savings accounts using MoneyMinder Software. Keep accurate and detailed records of all transactions. Balance all bank accounts on a monthly basis.
- Grant reconciliation on a monthly basis.
- Provide reports of specific budget categories to committees.
- Provide a yearly budget for the following fiscal year for the PTSA to vote on in June.
- Maintain the legal documents workbook.
- Submit a monthly financial report to the Executive Committee and the general membership.
- File annual corporation report and annual charitable solicitation report with the State of Washington.
- File annual IRS form 990 or equivalent, and forms W-2 or 1099-Misc. tax statements when applicable.
- Ensure the appropriate levels of liability and property insurance are purchased annually.
- Submit payments to Council, Regional and State PTA organizations, including membership fees and scholarship funds.
- Actively monitor ISPTSA financial instruments to maximize interest income.

- Serve as chair of the Budget Committee and Financial Review Committee.
- Convene a financial review committee as established in the ISPTSA Standing Rules.
- Ensure payment for all elected officers to attend mandatory annual trainings as provided by the WSPTA, inclusive of PTA and the Law.
- Attend meetings as indicated below.

**Treasurer Two:**

- Collect and deposit all monies raised by the ISPTSA.
- Actively manage corporate matching accounts and requests.
- Maintain checking and savings accounts using MoneyMinder Software.
- Maintain online Paypal account. Reconcile the monthly banking statements and Paypal to the accounts in MoneyMinder.
- Provide reports of specific budget categories to committees.
- Attend meetings as indicated below.

Meetings to attend:

- Bi-Monthly ISPTSA board meeting (1 hour, September - June)
- Attend ISPTSA general meetings as requested.
- Annual financial review (2 hours)
- Annual transfer of signatures at bank (1 hour)
- Attend at least one mandatory training as required in the WSPTA Uniform Bylaws to remain in good standing. (1-2 hours)

**Time Commitment Per Month: 2-3 hours**

**VP of Communications**

- Recruit and oversee committee chairs to ensure timely dissemination of ISPTSA information to the community.
- Committee chairs are: Monday Messenger/Web Content, Website, DirectorySpot, Facebook, and Bulletin Boards.
- Oversee the development and maintenance of ISPTSA activity documentation, with input from officers and committee chairs.
- Actively maintain social media accounts such as Facebook to coordinate with the weekly Monday Messenger (if the social media chair position is vacant).
- Actively maintain ISPTSA website to coordinate with the weekly Monday Messenger (if the webmaster position is vacant).
- Promote a positive image of the ISPTSA to the school community.
- Monitor income and expenditure against yearly budget.

Meetings to attend:

- Bi-Monthly ISPTSA board meeting (2-3 hours)
- Attend ISPTSA general meetings as requested.
- Attend at least one mandatory training as required in the WSPTA Uniform Bylaws to remain in good standing.

**Time Commitment Per Month: 3-5 hours**

## VP of Community

- Recruit and oversee committee chairs, activities and events.
- Committee chairs are: First General Meeting & Dinner, Staff Appreciation, Campus Improvement, Hospitality, Incoming 6<sup>th</sup>-Grade BBQ Parent Welcome, Senior Board Day Judges Luncheon, Grade-Level Parent Representatives.
- Provide input to the Monday Messenger and website for events for these committees.
- Promote a positive image of the ISPTSA to the school community.
- Monitor income and expenditure against yearly budget.

### Meetings to attend:

- Bi-Monthly ISPTSA board meeting (2-3 hours)
- Attend ISPTSA general meetings as requested.
- Attend at least one mandatory training as required in the WSPTA Uniform Bylaws to remain in good standing. (1 -2 hours)

**Time Commitment Per Month: 3-5 hours**

## VP of Fundraising

- Coordinate the planning and execution of approved fundraising activities with the ISPTSA Board.
- Play a key role in building a comprehensive fundraising plan that include the Fall Campaign and the Spring Auction and based on budgetary goals.
- Recruit and oversee committee chairs: Fall Fundraiser, Spring Fundraiser, and Box Tops.
- Monitor income and expenditure against budgets and the targets.
- Review the effectiveness of existing fundraising programs and recommend on whether to continue them.
- Investigate and develop new fundraising programs as needed.
- When needed, develop and conduct survey to gather feedback from families on fundraising activities and preferences.
- Oversee corporate fundraising, including employee giving and matched giving from employers.
- Work with stakeholders and relevant chairs to oversee fundraising activity/event; collaborate with Volunteer Coordinator to staff event.
- Promote a positive image of the ISPTSA to the school community.
- Monitor income and expenditure against yearly budget.
- Provide input to the Monday Messenger and website for events for these committees.
- Send in articles for Monday Messenger that track progress during Fall Campaign and other fundraising efforts.
- Attend a minimum of one fundraising event.

### Meetings to attend:

- Bi-Monthly ISPTSA board meeting (2-3 hours)
- Attend ISPTSA general meetings as requested.
- Attend at least one mandatory training as required in the WSPTA Uniform Bylaws to remain in good standing. (1 -2 hours)

**Time Commitment Per Month: 4-6 hours**

## VP of Outreach

- Recruit and oversee committee chairs, activities and events.
- Committee chairs are: PTSA Council Liaison, BSF Ambassador, Advocacy Chair, Membership Chair, Volunteer Coordinator, Reflections Chair, ISPTSA Student Scholarship, and WSPTA Game Development Competition Program.
- Help form and promote special committees as requested by ISPTSA or IS.
- Provide input to the Monday Messenger and website for events for these committees.
- Promote a positive image of the ISPTSA to the school community.
- Monitor income and expenditure against yearly budget.

### Meetings to attend:

- Bi-Monthly ISPTSA board meeting (2-3 hours)
- Attend ISPTSA general meetings as requested.
- Attend Bellevue PTSA Council Meetings (if PTSA Council Liaison position is vacant).
- Attend at least one mandatory training as required in the WSPTA Uniform Bylaws to remain in good standing. (1 -2 hours)

**Time Commitment Per Month: 3-5 hours**