

John Stanford International School's PTSA Board Job Descriptions

Requirements of all Board Members

- **Attend annual summer retreat** (4-5 hours)
- **Attend monthly evening board meetings** (1.5 hours per month)
- **Attend 3 general PTSA meetings a year** (1 hour per meeting)
- **Fulfill the fiduciary responsibility of a non-profit board member** as outlined by the WSPTSA: *“Each member of a nonprofit board has three legal duties, collectively known as his or her “fiduciary” duty. A fiduciary is a person who holds something in trust for another. A PTSA board is charged with holding the well-being of the PTSA in trust for its members. The three legal duties are:*
 - **Duty of Care:** *to pay attention to the organization’s activities and operations;*
 - **Duty of Loyalty:** *to put the interests of the organization before personal and professional interests;*
 - **Duty of Obedience:** *to comply with applicable federal, state, and local laws; adhere to the organization’s bylaws; and remain the guardians of the mission.”*

Executive Officers (elected by the membership)

Additional Requirements: Attend one annual WSPTSA approved training (1.5-6 hours)

President & Vice President

Rotation: Ideally, the president served as VP the previous year, and the vice president will serve as president the following year.

- Manage overall objectives and strategies of the PTSA.
- Sometime in the summer, meet with and discuss goals, calendar, and needs with:
 - New PTSA board
 - Giving Tree lead
 - ASA lead
 - Teacher Appreciation lead
 - Intern Coordinators
 - Racial Equity Task Force
- Work with VP, treasurer, and secretary to ensure good standing with WSPTA by Oct
- Create recurring meetings in PTSA Zoom account (need access) and invite all board members to them so they have access to link and have dates in their calendars.
- Preside at all PTSA meetings and functions.
- Act as spokesperson for the PTSA. Oversee all PTSA business and represent JSIS PTSA in events and issues concerning students, parents, school and the community.
- Communicate with and work with teachers, principal, and staff to ensure that the PTSA

best meets students' needs.

- Communicate with the members of the Board to ensure that each is supported in their roles and working toward broader PTSA goals.
- Keep detailed procedural records of all events and projects that the President oversees.
- Plan Board monthly meetings, set agenda priorities and keep the team focused on discussion and outcomes.
- Meet monthly or as needed with Principal, Assistant Principal (if applicable) to discuss PTSA issues and priorities of the Board and parent community
- Meet with Board members as needed to discuss proposals or ad-hoc issues
- Work with the Board to plan the General PTSA meeting topics for the year and agendas as appropriate
- Serve as co-signer of checks
- Participate in the election of regional director and ensure local unit representation at council meetings.
- Arrange childcare for PTSA events
- In collaboration with the Principal and/or Communications, identify a “class rep” for each incoming K class for each language track. Encourage them to coordinate playdates during the summer, and a photo placemat in the Fall (if desired, as it is 100% parent led and funded)

Secretary

- Input and maintain membership roster into MemberPlanet to comply with good standing requirements from WSPTA
- Gather information from the Board to develop meeting agendas, and distribute them 1 week before to board members, principal, and teacher rep.
- Keep written minutes of PTSA board meetings and general membership meetings.
- Distribute board minutes to board of directors and general meeting minutes to membership for approval at the next board or general PTSA meeting (as applicable).
- Coordinate with Dir. of Communications to distribute minutes of meetings school-wide via eNews the week following the meeting.
- Notify the Board of any unfinished business.
- Maintain Google Drive folder with important PTSA documents and assist all Chairs in documenting and uploading information, and share with people as needed

Treasurer and Assistant Treasurer

Rotation: Ideally, the Treasurer served as AT the previous year, and the assistant treasurer will serve as president the following year.

- Assist President and VP to comply with requirements for good standing with WSPTA during the Fall
- Maintain all bank accounts and keep an accurate and very detailed account of all funds received and all funds disbursed.
- Work with the President and VP to disburse funds in a timely manner and ensure adherence to the approved budget.
- Provide detailed monthly financial reports and projections at PTSA meetings.

- Manage reimbursement requests
- Coordinate with Dir. of Community Engagement any time cash boxes and change are needed for a school event
- Ensure that funds received are promptly deposited.
- Prepare and file the annual federal tax return form (Form 990), state sales tax forms, incorporation report and charitable organization report in a timely manner.
- Collect membership dues from PTSA members, as needed.
- Chair the budget committee to work with the Board to develop the budget for the following year.
- Prepare final budget to be presented to the PTSA membership at the Spring Membership Meeting
- Close books by the end of the fiscal year (June 30) and submit books and records for a financial review.
- Manage PTSA insurance

Board Directors (Appointed by the Executive Board):

Dir. of Communications

Rotation: Ideally done by 2+ people who can hold the role for as long as they want.

- Responsible for overall PTSA communication strategy.
- Collaborate with school on Welcome packets for families so PTSA info is included.
- Work with the Secretary to distribute meeting minutes school-wide via eNews a week after the meeting.
- Ensure consistent communication across all channels
- Support fundraising chair in developing and executing fundraising communication.
- Coordinate a team of volunteers who manage:
 - PTSA website
 - Newsletter
 - Facebook & Whatsapp Class chats
 - Kidmail (backpack mail)
 - Student Directory
- Collaborate with event leads for all event comms (posters, SocMed posts, emails, etc) as needed.
- Create whatsapp chats for incoming Kindergarten classes (one for Spanish, one for Japanese) to distribute at the Spring/Summer ice cream social to welcome new families.
Give admin access to class rep once identified by the President/VP.
- Find and train replacement for next year, if leaving the role.

Dir. of Fundraising

Rotation: Ideally done by someone who can hold the role for as long as they want.

- Maintain a record of current fundraising opportunities (SFC and EEF, coalitions across

the district, and local businesses, grants, etc)

- Develop and implement a strategy for fundraising, in collaboration with the Board
- Manage all fundraising for the PTSA's throughout the year, including the "Students First" campaign and Educational Equity Fund.
- Connect with interested volunteers to ensure tone and message are consistent with Board decisions whenever there is a desire to fundraise for something else
- Help with budget planning for the upcoming school year, noting how fundraising can support and fit with overall goals
- Maintain record of corporate contacts and donation history
- Mobilize, oversee and coordinate a team of volunteers to support fundraising efforts as needed
- Finds and trains replacement for next year, if leaving the role.

Dir. of Community Engagement

Rotation: Ideally done by 2+ people who can hold the role for as long as they want.

- Responsible for organizing/hosting 3 school-wide family socials:
 - Fall Social - in Sept, after JSIS' open house. Goal is to introduce the new PTSA board, reconnect, and invite people to become a PTSA member by Oct
 - Winter Social - in Jan, ice skating at Kraken Iceplex. Goal is to reconnect after the winter break
 - Spring/Summer social - in May or June, ice cream social. Goal is to welcome new families to JSIS.
- Responsible for finding leads, in collaboration with Board, for school events:
 - Monster Mash (Oct)
 - Day of the Dead/Obon (Nov)
 - Japan Night (early Spring)
 - La Fiesta (late Spring)
 - Move-a-thon (early summer)
- Help build community within JSIS by assisting event leads with school events including:
 - Make all build use requests
 - Start communicating with leads at least month before their event
 - Share know-how (documentation in the shared google drive) so leads are aware and compliant with event policies before/during/after the event (including event checklist)
 - Assist leads as needed
- Finds and trains replacement for next year, if leaving the role.

Dir. of Legislative Advocacy

Rotation: Ideally done by 2+ people who can hold the role for as long as they want.

- Monitor news and events on topics that impact JSIS, the district, and public schools in Washington State, such as: funding, capacity, transportation, levies, bills, and elections.
- Share relevant information with the Board during monthly meetings
- Identify actionable items as needed, and share them with the JSIS community in

collaboration with the Dir. of Communications

- Receive Washington State and Seattle Council PTSA mailings and route legislative information to board members.
- Attend the WSPTSA Legislative Assembly on behalf of the board
- Manage Advocacy Plan and Talking Points as needed
- Finds and trains replacement for next year, if leaving the role.

Dir. of Dual Language Immersion (DLI) Advocacy

Rotation: Ideally done by 2+ people who can hold the role for as long as they want.

- Serve as the primary liaison between the SPS International Education Administrator and the JSIS PTSA.
- Establish and maintain alliances with other DLI public schools in the district
- Identify advocacy efforts to strengthen the SPS Dual Language Immersion (DLI) K-12 program, and how to best support them.
- Share relevant information with the Board during monthly meetings
- Keep the JSIS community informed of emerging topics and advocacy efforts in regards to DLI, International Ed and the Northend K-12 pathway.
- Stay current on best practices of the other immersion schools in the Seattle area.
- Inform JSIS PTSA's strategies by building relationships with and learning from immersion support methods of similar schools nationally.
- Finds and trains replacement for next year, if leaving the role.