

# **Orting Combined PTA Board & Chair Position Descriptions (current as of 2/2024)**

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## **President (Elected Board Position)**

- Determine agenda with Secretary for all Board meetings and General meetings.
- Call meetings to order and preside over all Board and General meetings.
- Make appointments to positions or committees (with approval of the board of directors) and oversee all committee work.
- Help with most PTA events and fundraisers.
- Communicate PTA information for school newsletters to the school Principals.
- Function as the primary contact for all email and mail correspondences.
- Check-in with the Board of Directors to ensure deadlines are met.
- Work with the Treasurer to ensure all filing are complete. Is aware of required deadlines for payment of membership fees, insurance, annual corporation report, charitable solicitation act, workshops, awards and submitting recommendations.
- Communicate staff grant request details and deadlines to School Principals and coordinate the execution of the staff grant request process.
- Co-sign all binding agreements for the PTA.
- Work with the Board of Directors to establish a calendar of meetings, fundraisers, and events for the year.
- Submit calendar requests and facility requests to the school district at the beginning of the year and throughout.
- Submit all fliers to the School District for approval with an approval form.
- Lead the Board in selecting speakers for General meetings.
- Rotate with the Board of Directors to attend School Board Meetings.
- Maintain regular communication with the Board of Directors, School Principals, and School District Contacts.
- Coordinate with the High School and Beyond Specialist at the Orting High School to ensure the OCPTA scholarship details are up to date and to fulfill the scholarships once recipients are chosen.
- Coordinate with the Board of Directors to review scholarship applicants and select recipients.
- Ensure all Board members complete required training.
- Ensure volunteers complete forms and receive proper training for events and fundraisers.
- Respond to or forward as needed all PTA correspondence received through the PTA email account and PO Box weekly.
- Ensure that PTA inboxes at both elementary schools are checked weekly.
- Serve as an administrator on all social media accounts.
- Maintain a President's binder and/or digital files on the OCPTA Google drive.
- Update and maintain the To-Do List throughout the year.

- Perform the duties of the Vice President or any Chair position in their absence or in their inability to serve.

### **Vice President** (Elected Board Position)

- Attend all Board and General meetings.
- Perform the duties of the President in their absence or in their inability to serve.
- Help with most PTA events and fundraisers.
- Rotate with the Board of Directors to attend School Board Meetings.
- Work closely with the President to ensure all goals of OCPTA are met and assist with implementing strategies.
- Coordinate with the Treasurer to research grant opportunities that align with schools needs and work with the Secretary and Treasurer to apply for grants and monitor applications.
- Maintain a Vice President's binder and/or digital files on the OCPTA Google drive.

#### **Other Optional and/or Appointed Duties:**

- In the absence of an Events Chair, serve as a main point of contact and primary organizer for all yearly events.
- Chairs the Membership Committee.
- In the absence of a Membership Chair, create a Membership Packet.
- In the absence of a Membership Chair, enter new officers and new members into the WSPTA database.
- In the absence of a Membership Chair, provide a monthly membership report to the Treasurer and ensure state dues are paid on time.
- In the absence of a Spirit Wear Volunteer, handle Spirit Wear orders and distribution.

**Secretary**  
(Elected Board Position)

- Attend all Board and General meetings.
- Help with most PTA events and fundraisers.
- Coordinate with the Communications Chair to give notice of all meetings at least 15 days in advance by email, social media, website, and/or District/school communication.
- Plan the meeting agendas with the President and inform the President of any unfinished business at meetings.
- Record attendance at meetings and determine if a quorum is present at meetings.
- Write minutes and record all business transactions at Board and General meetings.
- Coordinate with the Communication Chair to ensure the general meeting minutes are posted for public viewing on the website.
- Prepare minutes for approval at the next meeting.
- Maintain and update the Legal Document Notebook as needed.
- Coordinate with the President to maintain and update all job descriptions as needed.
- Coordinate with the Board of Directors to ensure the Standing Rules are updated as needed, especially at the end of the school year for any changes needed for the following year.
- Coordinate with the Membership Chair to ensure Memberplanet and Mailchimp or Cheddar Up is up to date with member contact info.
- Work with the Treasurer and Vice President to apply for grants and monitor applications.
- Maintain a Secretary's binder and/or digital files on the OCPTA Google drive.

## **Treasurer**

(Elected Board Position)

- Attend all Board and General meetings.
- Help with most PTA events and fundraisers.
- Keep an accurate and detailed account of all funds received and all funds distributed through the PTA. This includes all vouchers, receipts, bank statements, and canceled checks.
- Prepare and submit a detailed written treasurer's report for each Board and General meeting.
- Provide all financial records as requested by the President or Board of Directors.
- Pay all bills by check and obtain two signatures on each check.
- Serve as Chair of the Budget Committee and present the budget to the membership. Along with the Board of Directors, ensure that the budget is followed throughout the year.
- Coordinate with the President to execute all grant paperwork and grant checks.
- Write a receipt for all cash transactions.
- Maintain cash tills and include a cash tally sheet with the cash till to the event chair prior to an event. In the absence of an Events Chair, the treasurer will maintain cash tills during all events. Also makes sure that all money is counted by two members and the cash tally sheet is signed by both members.
- Deposit all PTA funds within 24 hours of receiving the funds.
- Ensure Liability Insurance, Tax Exempt, 990 Tax Form, and State Charitable Solicitation Forms are all filed on time. Make copies of all listed, and provide them to the President, Vice President, and Secretary for their binders.
- Coordinate with the Membership Chair to receive membership report and pay Membership Service Fees to WSPTA.
- Close PTA books prior to July 15th each year.
- Submit books and records to the Financial Review Committee once a year and is accessible to the Financial Review Committee during the review.
- Deliver all Treasurers material to the newly elected Treasurer after completion of Financial Review.
- Coordinate with the Vice President to research grant opportunities that align with schools needs and work with the Secretary and Vice President to apply for grants and monitor applications.
- Maintain a Treasurer's binder and/or digital files in the OCPTA Google Drive.

## **Fundraising Chair or Co-Chairs**

(Appointed Position)

- Attend Board and General meetings.
- Serve as the primary organizer for the Fall and Spring fundraisers, as well as any additional fundraisers as needed or requested.
- Coordinate with the President and the Communications Chair to get fliers approved and distributed.
- Function as the primary point of contact with fundraising company representatives.
- Coordinate 2-3 "Dine and Donate" events throughout the year.
- Help with other PTA events and fundraisers.
- Maintain a Fundraising Chair document on the OCPTA Google Drive with pertinent information for future use.
- Research sponsorships and donations from local businesses for specific events/fundraisers (ie: auction, fun run)
- The typical "busy" time of the year for this position is September through November, and April through May.

## **Membership Chair or Co-Chairs**

(Appointed Position)

- Attend Board and General meetings.
- Create a Membership Packet each year.
- Enter new officers and new members into the WSPTA database.
- Update Mailchimp or Cheddar Up with member contact info for emails and newsletters.
- Help with PTA events and fundraisers as able.
- Provide a monthly membership report to the Treasurer and ensure state dues are paid on time.
- Organize a membership drive at the beginning of the school year.
- Maintain a Membership Chair document on the OCPTA Google Drive with pertinent information for future use.
- The typical "busy" time of the year for this position is August through December.

## **Hospitality Chair or Co-Chairs**

(Appointed Position)

- Attend Board and General meetings.
- Help with PTA events and fundraisers as able.
- Serve as the primary organizer of staff appreciation events.
- Coordinate the purchase of items and restocking for the staff room vending machines.
- Coordinate with the Board of Directors for events that the PTA provides refreshments and handouts/giveaways for (ie: District Kickoff Breakfast, Read Across Orting and Kinder Celebration).
- Organize the updating of the school bulletin boards 2-3 times per year.
- Organize the assembly of new student bags for each school at the start of year and as needed throughout the year.
- Spearhead the planning for Boo Grams (October) and Buddy Grams (February). Coordinate with the Communications Chair to create and distribute gram order forms.
- Maintain a Hospitality Chair document on the OCPTA Google Drive with pertinent information for future use.

## **Communications Chair or Co-Chairs**

(Appointed Position)

- Attend Board and General meetings.
- Maintain and update the PTA website as needed.
- Help with PTA events and fundraisers as able.
- Maintain and update social media accounts as needed. This includes regularly posting relevant information, creating content, and responding to or forwarding messages and communications as needed.
- Use Mailchimp or Cheddar Up to create member newsletters monthly and communicate other information to members as needed.
- Maintain a Communications Chair document on the OCPTA Google Drive with pertinent information for future use.
- Coordinate with the Event Chairs to create and distribute fliers. Coordinate with the Hospitality Chair to create and distribute gram order forms. Coordinate with the President for all flier approvals.

## **Event Co-Chairs: For Individual Events**

(Appointed Positions)

- Attend Board and General meetings.
- Serve as the primary organizer for specified events.
- Function as the primary point of contact for specified events.
- Coordinate volunteers and a SignUp Genius for specified events.
- Maintain an Event Chair document on the OCPTA Google Drive with pertinent information for future use and with individual event details (ie: contact info, count of items ordered, notes for next time, etc.)
- Coordinate with the Treasurer to complete the expense report for the specified event.
- Coordinate with the Communications Chair and President to make sure the information communicated on social media, in school newsletters, and fliers is cohesive.
- Coordinate with the Communications Chair to create and distribute fliers for specified event.
- Event options:
  - Open Houses (August)
  - Movie Nights (Sept, Feb, May)
  - Ice Cream Social/Pastries With Peeps (Fall and Spring)
  - Glow Dance (January)
  - BINGO Night (March)
  - Egg Dash (Mar/April)
  - Field Day (Last week of school)
  - End of Year Celebration (Last day of school)