

	Role	Position notes - Updated Sept 2023
Executive Committee	Co-President*	<p>Exec roles are defined by Washington PTA. Co-presidents share responsibility as best possible, such as alternating meeting facilitation duties each month.</p> <p>Co-presidents lead the Exec committee, serve as the presiding officer over PTSA meetings, and act as official spokespersons. Organize the Exec retreat meeting in the fall to discuss goals for the year. Presides over voting procedures to approve formal actions: board elections, budget approval, resolutions, standing rule amendments and motions to the board. Ensures the PTSA is compliant with applicable rules. Ensures the board is responsive to community requests. The co-presidents are de facto members of each PTSA committee. The co-president ensures that committee leaders have the resources they need. Typically the co-presidents participate in the Building Leadership Team (BLT) monthly meetings to represent PTSA and community. The co-presidents should attend Seattle Council PTSA meetings whenever possible.</p> <p>Role is limited to 2 consecutive 1-year terms. Terms begin July 1st and end on June 30th.</p>
	Co-President*	Exec roles are defined by Washington PTA. See above
	Vice President*	<p>Exec roles are defined by Washington PTA. The VP will typically self-nominate for President after 1 year term as VP. Ideally, VP needs to have at least 3 years of time left at Bryant, for 1 year at VP and 2 years at co-president.</p> <p>The VP may preside over meetings in absence of the President. The VP may serve in other ways based on need and capacity. At Bryant, the VP will support activities to plan for the following year such as setting the calendar for future monthly meetings in the following school year.</p>
	Co-Treasurer - Lead	<p>Exec roles are defined by Washington PTA.</p> <p>Bookkeeping and reporting at board meetings. A bookkeeping or accounting background could be helpful in this role. Quickbooks experience a plus. Training from current treasurers will be provided. Reconciles bank statements to Quickbooks. Provides reporting to committee on budget balances. Facilitates funding requests and motions to reallocate funds.</p>
	Co-Treasurer - Check Writing	<p>Exec roles are defined by Washington PTA.</p> <p>Supporting check disbursements and other administrative tasks to segregate duties between roles.</p>
	Co-Treasurer - Check Deposits	Annual Campaign treasurer to do AC deposits (if anyone is paying by checks), daily tally and the AC report.
	Co-Secretary	<p>Exec roles are defined by Washington PTA.</p> <p>Setting meeting agendas, advertising the meetings, taking notes, and taking attendance. Recording official motions and votes. Manages Bryant google drive - including updating email addresses and list serves.</p>
	Co-Secretary	It is not mandatory for us to have two Secretaries, but it's nice to have the backup.

Fundraising Committee Co-chair	Manages the annual campaign, point of conact for lead volunteers who manage auction, bakesales, raffle baskets, or other campaigns. Advises on overall fundraising approach for PTSA. Works with Exec committee to set fundraising goals and determine Annual Campaign format, and solicit funds for budgeted programs. Fundraising is a smaller PTSA commitment but is busiest August through October. Announce/launch annual campaign at curriculum night. Coordinates with treasurers to support Budget committee and community engagement around budget priorities.
Fundraising Committee Co-chair	See above
Membership Co-chair	Manages membership enrollment, forms, database, and promoting PTSA membership. Responsible for planning, outreach, engagement around PTSA General Membership meetings - Oct/March/June. Leads Nomination process for next year's board recruitment, with assistance from other volunteers.
Membership Co-chair	See above
Volunteer Co-chair	Tracks open roles, recruits volunteers, supports volunteers, coordinates some volunteer administration with the Bryant office staff. Organizes the annual volunteer recognition and volunteer awards ceremony.
Volunteer Co-chair	See above
Advocacy Co-chair	<p>Leads advocacy and legislative initiatives for PTSA. Participates in legislative forums with PTSA to define priorities for advocacy. If possible, attend the Oct Legislative Asembly with WA PTA as voting delegates. Primarily at the state, district and school board levels.</p> <ol style="list-style-type: none"> 1. Oct - leg day 2. Feb. Advocacy week in conjunction with spring leg session 3. PTA convention in May <p>Also postcard campaigns and letter writing advocacy.</p>
Advocacy Co-chair	See above
Community Engagement co-chair	Coordinator and faciliator to assist lead volunteers with community events. Works with volunteer chairs to identify lead volunteers to ensure Bryant events take place. Assists lead volunteers to help walk through how to how and organize and event - communications, space reservation, volunteers, budget etc. Conduit for lead volunteers to the PTSA board.
Community Engagement co-chair	See above

Communications chairperson	Leads communications, including the volunteers that manage the Weekly newsletter, the website and Facebook. Reviews weekly newsletter. Solicits items for the weekly from PTSA Board and lead volunteers. Oversees and updates communications policy and consistency in alignment with board direction. Streamlines communications channels and liaises between the board and the school community. Provides backup to the communications volunteers. Knowledge of the communications systems a plus (Wordpress, Constant Contact, Facebook backend.) Organizes and executes review and update of Bryant website information.
Operations	Compile lists of dates and events to reserve with the building. Make sure school reservation system is up to date. Helping organizations and after school enrichment vendors schedule events in Master Libraries (SPS room reservation system). Checking-in that scheduled community events meet SPS criteria for reservation (no alcohol, drugs, dunk tanks, slip n slides or food trucks etc). Maintaining a schedule of planned PTSA & school activities and coordinating with the PTSA Board Secretaries on that schedule. Reaching out to the appropriate committee chairs where a date is not specified. See attached in the "Cheat Sheet" and also the spreadsheet of committee chairs and their contact information.
Member at large	Takes on ad hoc projects. No defined responsibilities other than meeting participation and as a voting board member. Function reserved for outgoing PTSA Exec Board members to provide knowledge transfer, not a role for new board members.
Teacher Representative	Represents staff at Bryant on the board and as a voting board member.
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Further Resources:	
WSPTA Bylaws (pages 9-10): https://www.wastatepta.org/wp-content/uploads/2020/07/WSPTA-Bylaws-Eff.-July-1-2020.pdf	
Bryant PTSA Standing Rules: https://www.bryantschool.org/bryant-pta-standing-rules/	