

QAE PTSA Position Descriptions – April 2025

List of Open Officer Positions:

- **President Shadow**
- **Vice President Shadow**
- **Secretary Shadow**
- **Assistant Treasurer**

Officers

Officers manage the budget and expenditures, ensure legal requirements are met, and provide leadership on PTSA interests throughout the school year. The Officers make up the Executive Committee. The time commitments of the Officers tend to be higher before each general membership meeting in September, March, and June.

President (approximately 5 hours per week): The President is responsible for coordination between the PTSA and QAE. The President supervises, directs, and coordinates the work of the PTSA including making appointments to positions and committees with approval of the Executive Committee, delegating responsibility and empowering others, communicating regularly with other officers, chairs and the general membership, cultivating a strong, positive relationship with the QAE principal and staff and promoting the activities of the PTSA. Responsibilities include

1. understanding the role of the PTSA and applicable rules and by-laws,
2. leading the monthly Executive Committee/Board meetings,
3. meeting with QAE's principal,
4. overseeing a budget, and
5. managing communications, fundraising and membership drives.

Open Position: President Shadow. The president shadow will assist the president and learn the role in 2025-2026, and be expected to take over the president position in 2026-2027. Each executive officer position has a maximum term of 2 years, so we will need a new president in 2026-2027!

Vice President (approximately 3 hours per week): The Vice President is an ambassador for the QAE PTSA. The Vice President participates in Executive Committee discussions and decision-making on behalf of the PTSA. If the President is absent the Vice President will perform the duties of the President. Typically Vice Presidents take on specific projects of interest to the person serving in the role. Responsibilities include

1. assisting the President as needed, and
2. accepting responsibilities delegated by the President and/or the Executive Committee.

Open Position: Vice President Shadow. The VP shadow will assist the VP and learn the role in 2025-2026, and be expected to take over the VP position in 2026-2027. Each executive officer position has a maximum term of 2 years, so we will need a new VP in 2026-2027!

Secretary (approximately 4 hours per month): The Secretary is responsible for maintaining the records of the PTSA's meetings. This includes scheduling, circulating agendas and taking minutes, as well as compiling updates from monthly meetings. Responsibilities also include:

1. assisting the president in planning the meeting agenda,
2. issuing notice of the meetings, and
3. handling meeting logistics (attendance, quorum votes, etc.) .

Open Position: Secretary Shadow. The secretary shadow will assist the secretary and learn the role in 2025-2026, and be expected to take over the secretary position in 2026-2027. Each executive officer position has a maximum term of 2 years, so we will need a new secretary in 2026-2027!

Treasurer and Assistant Treasurer (approximately 5 hours per month): The Treasurers oversee the cash flow of income and expenses for the PTSA. Responsibilities include :

1. managing the funds of the PTSA,
2. presenting the budget to the board and membership,
3. understanding all applicable rules and bylaws,
4. keeping an accurate account of all funds received and disbursed,
5. paying financial obligations,
6. preparing and filing taxes,
7. writing checks (1-20 checks a month depending on the time of the year), and
8. preparing treasurer's reports.

Open Position: Assistant Treasurer. The treasurer role is a big one and for check and balance purposes, we always need to have two treasurers. The current treasurer will share existing resources and train the assistant treasurer in 2025-2026 and the assistant treasurer will be expected to take over the treasurer role in 2026-2027.

Directors

List of Open Director Positions:

- **PTSA Project Manager**
- **Auction Project Manager**
- **Communications Shadow**
- **Community Activities Shadow**
- **Fundraising Director Shadow**
- **Advocacy Director (2 positions available)**
- **Families of Color Director (2 positions available)**
- **SEL Director (2 positions available)**

Directors take the responsibility of specific areas of interest, along with advising and voting on issues at monthly Board meetings. Together with the Executive Committee, they form the voting members of the Board and are expected to join all Board meetings. Any Director position may be held jointly by two people. Each member of the Board will get a vote, even if a position is held jointly by two people. Each Director will email the Secretary to confirm whether or not they agree to voting by email.

Open Position - PTSA Project Manager (approximately 20 hours initially ideally over the summer or in September, then 3 hours per month): The PTSA Project Manager is a new position for 2025-2026. The first person serving in this role will work with the executive committee to create a project plan for the year based on previous activities and new ideas. Once created, the PTSA Project Manager will ensure the project plan is executed, including creating a monthly calendar to send home to families and following up with responsible people to ensure they are executing the agreed upon tasks.

Open Position - Auction Project Manager (approximately 10 hours initially, then 3 hours per month): The Auction Project Manager is a new position for 2025-2026. The first person serving in this role will work with the Fundraising Director and Auction Committee Coordinator to create a project plan for

auction based on previous activities and new ideas (we can share the Coe auction project plan as a good starting place!). Once created, the Auction Project Manager will ensure the project plan is executed, including following up with responsible people to ensure they are executing the agreed upon tasks.

Communications Director (approximately 5 hours per month): The Communications Director assists Board members with messaging and communications with members, including crafting language for various communications. Responsibilities include:

1. coordinating newsletters and mailings to membership,
2. assisting the Board with marketing and branding efforts and other initiatives involving communication, and
3. maintaining the PTSA website and PTSA's social media accounts.

Open Position: Communications Shadow. The communications shadow will assist and learn the role in 2025-2026, and be expected to take over the communications position in 2026-2027.

Community Activities Director (approximately 5 hours per month): The Community Activities Director is responsible for planning and executing the events that bring our community together.

Responsibilities include:

1. working with the Board and the QAE principal to plan and coordinate community events, and
2. sourcing volunteers to staff events.

While it is expected that the Community Activities Director works with the Board to plan and schedule events, events can be adjusted to the Director's particular passions. Peak times are around the beginning and end of the school year. Recent examples include Back to School Night, Game Night, Culture Night, Art Night, Day of Code, Math Night, Field Day, Family Dance and more!

Open Position: Community Activities Shadow. This shadow will assist and learn the role in 2025-2026, and be expected to take over the position in 2026-2027.

Fundraising Director (approximately 3 hours per month): Fundraising is critical to our mission. This is an opportunity to help oversee and tie together the 2-3 major fundraising events each year (Move-a-Thon, Live/Silent Auction, and Annual Fund Drive (optional, depending on fundraising progress)). The Move-a-Thon and Auction have their own committee. If there is a need for fund drive, the Fundraising Director will be responsible for executing this. The Fundraising Director will help guide and support the fundraising events and requires steady follow up with the committees throughout the year.

Open Position: Fundraising Shadow. This shadow will assist and learn the role in 2025-2026, and be expected to take over the position in 2026-2027.

Open Position - Advocacy Director (approximately 3 hours per month) – 2 positions available: Help the QAE community stay apprised of issues in public education at the local, state, and national level. Act as an ambassador and advocate on behalf of the QAE PTSA, option schools, etc. Work with local organizations to advocate for the needs of students, families and PTSAs.

Open Position - Families of Color Director (approximately 2 hours per month) – 2 positions available: Works to support and benefit students, parents/caregivers, and families of color both in the QAE school community and within the Seattle school district at large. The Families of Color Director and associated committee create safe spaces for families of color to connect with one another. Responsibilities of the

Director and the associated FOC Committee include connecting with each other, sharing resources, and working to increase our community awareness of all populations and experiences at QAE.

Open Position - Social Emotional Learning (SEL) Director (approximately 2 hours per month)- 2

positions available: Work with the PTSA and QAE staff about needs and wants surrounding QAE's valued culture of social emotional learning. Provide leadership and direction towards ensuring that all students develop the social and emotional skills they need to succeed in school and life, including, for example, arranging/providing training to staff and/or parents.

Coordinator Positions

Open Coordinator Positions:

- **Auction Committee Coordinator (2 positions available)**
- **Kindergarten Recruitment Coordinator (2 positions available)**
- **Lead Classroom Coordinator Shadow**
- **Enrichment Coordinator Shadow**
- **Teacher & Staff Appreciation Coordinator (2 positions available)**
- **Community Outreach Coordinator (2 positions available)**
- **Move-a-thon Coordinator Shadow**
- **Website Coordinator Shadow**
- **Technology Coordinator Shadow**
- **Volunteer Coordinator Shadow**
- **Yearbook Coordinator Shadow**
- **Garden Coordinator Shadow**
- **Swag Coordinator Shadow**

Coordinator positions and responsibilities are outlined below. Coordinators are not part of the Board and are non-voting positions. Coordinators are not required to attend monthly Board meetings, but will be asked to attend specific meetings to report on progress on their assigned area. All coordinator positions can be shared by two or more people.

Auction Committee Coordinator (10-15 hours per month until the Auction in March, with less hours in the fall and more as the auction approaches): Plans, organizes, and executes QAE's annual spring auction, our largest fundraiser. Works closely with the Fundraising Director. Busy times for this role are from November - March. **2 positions available.**

Kindergarten Recruitment Coordinator (approximately 2 hours per month until January, then 5 hours in January and February): Reach out to the community, including local preschools, to share information about QAE. Create informational materials and work with the QAE principal to coordinate PTSA presence at QAE tours and informational sessions. **2 positions available.**

Lead Classroom Coordinator (approximately 1 hour per week): The Lead Classroom Coordinator liaises with the PTSA and flows information from the PTSA to individual classroom coordinators and vice versa. The Lead Classroom Coordinator also serves as a resource and problem solver as questions or issues arise. **Shadow position available.**

Enrichment Coordinator (approximately 10 hours per trimester): Join us if you interested in being part of the decision-making process for after school programs and coordinating enrichment activities. Busy

times for this role are before the start of each trimester for sign up and toward the end of each trimester when you will help guide next trimester's classes. Trimesters start in September, January and April. **Shadow position available.**

Teacher & Staff Appreciation Coordinator (approximately 2 hours per month): Every year we honor our teachers and staff throughout the year and especially during teacher & staff appreciation week in the spring. This Coordinator organizes gifts and other ways of ensuring QAE's teachers and staff are appreciated regularly. **2 positions available.**

Community Outreach Coordinator (approximately 2 hours per month): There are many ways to give back to our community and to support those in need. The Community Outreach Coordinator explores ways of contributing to increased funding equity in the Seattle school district. The Community Outreach mission is to provide resources and support to community organizations in need and to introduce our children to philanthropy and encourage compassion for others. Ideas include a Holiday Giving Tree for QAE and community families in need, and food and coat drives. **2 positions available.**

Move-a-thon Coordinator (approximately 5 hours per month from August to October): Put together one of the most inspiring events of the year where our kids achieve their personal fundraising and fitness goals, potentially including setting up a fundraising platform, communicating with families, obtaining QAE swag, hiring DJ, and organizing parent volunteers. **Shadow position available.**

Website Coordinator (approximately 40 hours to redo our website in 2025 and 2 hours a month ongoing maintenance/updates): In 2025, we are planning to redo the QAE PTSA website in order to ensure information is current and easily accessible. This role will assess our current website and needs, create a proposal for a new website and platform, and execute the proposal once approved by the Officers. After the website is updated, this person is responsible for updating the website in conjunction with the Communications Director. **Shadow position available.**

Technology Coordinator (approximately 5 hours in August and then 2 hours per month): Organizes Hour of Code and other technology education for students and teachers. Supports technology needs of the PTSA, including setting up PTSA email addresses and aliases for Board members. **Shadow position available.**

Volunteer Coordinator (approximately 1 hour per week): Help recruit and assign volunteers for PTSA events such as community events, school field trips/outings, lunch & recess volunteers. **Shadow position available.**

Yearbook Coordinator (approximately 2 hours per month and 20 hours in the spring to finalize the yearbook by mid-May): Would you like to be a part of documenting a year in the life at QAE? If so, we have an opportunity for you to work on our yearbook. Responsibilities include: communicating with the yearbook provider representative to meet deadlines, taking photos of students and staff at events and collecting photos from other community members, organizing photos in the yearbook using the provided software, selecting a yearbook theme, and running a yearbook cover contest if desired. **Shadow position available.**

Garden Coordinator (approximately 2 hours per month): Manages the QAE School Garden year round. Responsibilities include building a strong volunteer team, supporting garden-inspired curricula, and

maintains and improves our school grounds. May require coordination with teachers on class garden projects and/or coordinating family work days. **Shadow position available.**

Swag Coordinator (approximately 2 hours per month): The Swag Coordinator is responsible for making sure students, teachers and parents have access to QAE spirit wear. Responsibilities include maintaining the PTSA's online store, designing and coordinating with suppliers to create fresh designs, and staffing swag tables at PTSA events. **Shadow position available.**

Committees

Committees are a way to help out the PTSA with a particular project or activity, and can be a great first step to helping the PTSA. The PTSA supports the school on many levels - it truly takes a village to foster the success of our students and build our community. What makes QAE so successful? Students, staff and many, many volunteers working together as a team. Recruit a friend and join a committee together!

Auction Committee. Members of the **Auction Committee**, can work on specific tasks of varying commitment levels assigned by the Auction Committee Coordinator. Typically, the auction committee members will work on procurement (emailing or calling an assigned list of contacts asking for donations), event planning for the auction itself, or a special project like coordinating kids' art projects.

Community Outreach Committee. Members of the **Community Outreach Committee** can work on specific tasks of varying commitment levels assigned by the Community Outreach Coordinator, such as planning a coat drive.

Garden Committee. Members of the **Garden Committee** can work on specific tasks of varying commitment levels assigned by the Garden Coordinator, such as meeting at the school to work on a garden project.

Yearbook Committee. Members of the **Yearbook Committee** can work on specific tasks of varying commitment levels assigned by the Yearbook Coordinator, such as taking photos at specific events, or collecting photos from each grade.

Individual Classroom Coordinators (approximately 1 hour per week). Being a Class Coordinator is a wonderful way to get involved in your child's school. Each class needs at least one Class Coordinator (more are welcome as many hands make light work) to assist the teacher and the PTSA. Teacher needs vary but your duties may include sending a weekly email, maintaining a classroom email directory, arranging field trips, organizing volunteer opportunities for the class (such as mystery reader and snack donations), coordinating Teacher Appreciation Week for your class and a birthday present for your teacher, or planning a class party.

Nominating Committee Member (approximately 2 hours per month in March - June): This committee forms in the spring to start recruiting for the next school year's Executive Committee. We need a minimum of 3 current PTSA members who are not on the Executive Committee to get together to identify and 'vet' volunteer nominees for open Executive Committee positions. Work with other parents and school administrators/representatives to be part of the decision-making process to set the following year's Executive Committee. **3 positions available.**

Financial Review Committee Member (approximately 5 hours in August and mid-year): Work in a committee of three PTSA members to conduct a year-end financial review (ideally by August 31) and a mid-year financial review. **3 positions available.**