

## QAE PTSA Position Descriptions – May 2023

### 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 and Board meetings,
3. meeting with QAE's principal,
4. overseeing a budget, and
5. managing communications, fundraising and membership drives.

**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.

Responsibilities include

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

**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 meeting agenda,
2. issuing notice of the meetings,
3. handling meeting logistics (attendance, quorum votes, etc.), and
4. taking on other duties as requested.

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

1. managing the funds of the PTSA,
2. chairing the budget committee and presenting the budget to the 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.

### Directors

*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.*

**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.

**Community Outreach and Activities Director (approximately 5 hours per month):** The Community Outreach and 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 Outreach and 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, Arts Night, Field Day, Family Dance and more!

**Families of Color Director (approximately 3 hours per month):** 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.

**Fundraising Director (approximately 3 hours per month):** Fundraising is critical to our mission. This is an opportunity to help oversee and tie together the 3 major fundraising events each year (Jog-a-Thon, Annual Fund Drive and Live/Silent Auction). Each of these events has its own committee. The Fundraising Director will help guide and support the fundraising events and needs steady follow up through the year.

**Legislative Director (approximately 3 hours per month):** Help the QAE community stay apprised of legislative issues in public education at the local, state, and national level. Act as an ambassador and advocate on behalf of the QAE PTSA. Work with local organizations to advocate for the needs of students, families and PTSAs.

**Social Emotional Learning (SEL) Director (approximately 3 hours per month):** Work directly 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 parents.

## Coordinator Positions and Committees

*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. 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. All coordinator positions can be shared by two or more people.*

- **Auction Committee Coordinator (approximately 10 hours per month until the Auction, which is typically in March):** 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 the beginning of the school year until the auction, which is typically in March.
  - o If you can't commit to serving as the Auction Committee Coordinator, consider joining the **Auction Committee**, where you can work on specific tasks of varying commitment levels assigned by the Auction Committee Coordinator. The amount of hours per month will vary based on interest.
- **Bike to School Month Coordinator (approximately 3 hours in April/May):** May is Bike to School Month. It is less about "biking" and more about "moving" and incorporating healthy lifestyle habits. Coordinate with PE teacher on activities and communication.
- **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.
  - o If you can't commit to serving as the Community Outreach Coordinator, consider joining the **Community Outreach Committee**, where you can work on specific tasks of varying commitment levels assigned by the Community Outreach Coordinator. The amount of hours per month will vary based on interest.
- **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.
- **Fund Drive Coordinator (approximately 2 hours per week for one month in the fall):** Organizes, plans, and executes QAE's fall annual giving campaign, one of our three main fundraisers. The Fund Drive happens in the fall for 2-3 weeks (timing can fluctuate based on your schedule). Create messaging based on input from different individuals, distribute flyers and emails to encourage participation, and track and thank people for their donations.
- **Gardening 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.
  - o If you can't commit to serving as the Garden Coordinator, consider joining the **Garden Committee**, where you can work on specific tasks of varying commitment levels

assigned by the Garden Coordinator. The amount of hours per month will vary based on interest.

- **Individual Classroom Coordinators (approximately 1 hour per week) and Lead Classroom Coordinator (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. 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.
- **Jog-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.
- **Kindergarten Recruitment Coordinator (approximately 2 hours per month until 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.
- **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.
- **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.
- **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.
- **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.
- **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.
- **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.

- If you can't commit to serving as the Yearbook Coordinator, consider joining the Yearbook Committee, where you 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. The amount of hours per month will vary based on interest.
- **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.
- **Back to School BBQ Coordinator (approximately 5 hours between July- September):** Each year, the PTSA welcomes families back to school with a BBQ at a local park. This Coordinator is responsible for purchasing food/drinks, coordinating rentals and recruiting volunteers to run the BBQ.