The Washington Elementary Parent Teacher Association (PTA) is recruiting board members, and we need your help to become a better representative body! We are a group of parents who meet once a month to talk about how to improve Washington for our kids and community. FAQ & summary of many board jobs below.

Ready to volunteer? Want more info? Email [washingtonptaofficers@googlegroups.com](mailto:washingtonptaofficers@googlegroups.com)

**FAQ**

* **What if I'm new to Washington and still figuring it all out?** Perfect! We need your fresh perspective!
* **But I've never even volunteered for a PTA event…** No experience is necessary. Jump in!
* **What if I'm interested but don't know if I have the time?** Understood. You could recruit a friend to share a role with you - split up meetings and responsibilities. It’d be more fun that way, too.
* **Hmm, the monthly meeting time doesn't work for me…** We can change it. The elected board will decide when to meet based on the availability of the members.
* **What if I have time to help out in the fall but not the spring, or vice versa?** No problem! We can match you to a limited-term gig, like Read-a-thon or Fall Fair.
* **I don't see anyone on the board who looks like me, #ptasowhite**. That's true! We need your help to make the PTA better reflect the diversity of our community.
* **I can't commit to a particular role, but I'm interested.** Great! You can volunteer as a Member-at-Large.
* **I don't see the job listed that I want...** Did we miss something important? Tell us what you want to do!

**President**

* Preps agenda and presides at monthly PTA board and association meetings
* Serves as the official contact, communicator, and representative of the PTA
* Works to connect families, school, and community

**Executive VP**

* Works closely with President on everything, but doesn't get as many emails
* Does the work that needs doing – a little bit of everything

**Room Parent Coordinator**

* Recruits Room Parents for each class at the beginning of the school year
* Regularly communicates with Room Parents regarding school and class events
* Acts as link between PTA board and room parents

**Treasurer**

* Writes checks, makes deposits, and reconciles cash flow against bank statement
* Fills out forms - taxes, 1099s, workers comp forms, donation receipts, local PTA council papers
* Tracks income/expenses against PTA budget and reports about it at PTA meetings

**Financial Secretary**

* Works closely with the treasurer and other financial officers in handling PTA funds
* Keeps a record of all PTA funds collected, deposited, and disbursed
* Helps prep monthly and annual financial reports

**Secretary**

* Takes minutes at board and association meetings
* Co-signs formal papers with president: authorizations for payment, resolutions, and formal letters
* Maintains and preserves PTA records and important documents to pass on at the end of the term

**Parliamentarian**

* Assists the president to manage meetings and advises on parliamentary procedure
* Chairs bylaws committee to review unit bylaws each year and revise bylaws every three year
* Arranges nominating committee’s first meeting, providing info on nomination and election process

**Historian**

* Captures, assembles and preserves record of activities and achievements of a PTA
* Collects volunteers’ hours for PTA meetings and events and submits report to district PTA

**VP of African American Unity Group (AAUG)**

* Acts as link between PTA board and AAUG
* Advocates improving the academic achievement of Black students at Washington

**VP of Programming or Community Events Planner**

* Helps plan and manage school-wide community building events (i.e. welcome BBQ and winter party)
* Recruits and coordinates volunteers. Promotes, and attends school-wide community building events

**VP of Fundraising**

* Acts as link between fundraising campaign chairs and the Board
* Works closely with President and Exec VP to determine budget and calendar for campaigns
* Supports the 4 primary campaign chairs and shares fundraising progress with school-wide community.

**Fundraising Campaign Chairs (or Co-chairs): Auction, Washington Fund, Walk-a-thon & Read-a-thon**

* Each chair takes lead on recruiting, promoting, and running one fundraising campaign

**Arts Advocacy Committee Chair**

* Acts as link between PTA board and Arts Advocacy Committee
* Voice for more fine arts at Washington (in the classroom, in assemblies, on field trips, etc.)

**Standing Committee on Communications Chair**

* Acts as link between PTA board and Communication Committee
* Advocates for best practices in the use of technology to improve communication between parents, teachers, and administration

**Standing Committee on the Environment ("The Green Team") Chair**

* Acts as link between PTA board and Green Team
* Advocates for sustainable, green practices in the school

**Standing Committee on Equity Chair**

* Acts as link between PTA board and Equity Committee
* Advocates to meet community needs related to social justice, equity, and inclusion

**Standing Committee on Teacher and Staff Appreciation Chair**

* Supports teachers throughout the year and organizes special programming during Teacher Appreciation Week

**Standing Committee on Traffic and Safety Chair**

* Acts as link between PTA board and Traffic and Safety Committee
* Advocates for safety in the morning drop-off routine, earthquake readiness, and site security

**Important-But-Not-on-the-Board-and-Therefore-Don’t-Have-to-Go-to-Monthly-Meeting Roles**

* Annual Auditor, Friday coffee hour host/barista, PTA flyer/brochure updater, Kinder Tour Team

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