



Sunny Hills PTA 2.6.25 Board of Directors and Job Descriptions

Updated 6/3/2011

Executive Committee

President
Secretary
Treasurer
VP Volunteers
VP Ways & Means
Fundraising Director
Member-at-Large

Appointed Standing Committees

Membership Director
Communications Director
Community Outreach Director
Advocacy/Legislative Rep
Curriculum Support Director

President: This person presides at all Sunny Hills PTA meetings and is responsible for creating the meeting agendas. The following are some of the other responsibilities of the role: communicate all information to and from the Sunny Hills Members, Issaquah Council, State and National PTA, responsible for signing PTA contracts. This person is the PTA representative for Sunny Hills Site Council and PTSA Council. Oversee the following committees and maintain regular contact with committee chairperson to ensure they have the help needed: Financial Review, First Day Packets, ISF Liaison, and Science Teacher (Kate Poaster).

Secretary: Attend all Sunny Hills PTA meetings. This person will keep accurate records of all meetings. Consult President on agenda items, send reminders and post minutes. This person is responsible for compiling the material necessary for and applying for any State PTA awards.

Treasurer: Attend all Sunny Hills PTA meetings. Attend necessary training, keep up-to-date records, receive and issue receipts, dispense all monies according to the approved budget. Present monthly budget reports. Oversee the following committees and maintain regular contact with committee chairperson to ensure they have the help needed: Budget Committee and Matching Funds.

Vice President of Volunteers: Attend all Sunny Hills PTA meetings. Organize volunteer sign-ups and distribute list to appropriate committee chairs and board members. Perform the duties of the President in his/her absence, and take nominations for Volunteer of the Month. Oversee the following committees and maintain regular contact with committee chairperson to ensure they have the help needed: After School Movies, Art Fair, Banking Day, Bingo & Brownies, Book Exchange, Bus Greeters, Emergency Preparedness, Ice Cream Social (spring), Nominating Committee, Picture Day, Popcorn, PTA Liaison/Room Parent, Science Fair, Sock Hop, Staff Appreciation, TV Turn-Off Week, and Vision/Hearing Screening.

Vice President of Ways & Means: Attend all Sunny Hills PTA meetings. Perform duties of the President in his/her absence. Is the de facto Chairperson of the Enrichment Grants Committee. Oversee the following committees and maintain regular contact with committee chairperson to ensure they have the help needed: BoxTop/Soup Labels, eScript, Grant Writing, Ink Jet recycling, and Logo-Spirit Wear clothing.

Membership Director: Attend all Sunny Hills PTA meetings. Recruit members for the Sunny Hills PTA. Enter all membership information into the State PTA database. Maintain contact with the school office staff when new families are enrolled. Oversee the following committees and maintain regular contact with committee chairperson to ensure they have the help needed: KinderConnect, New Parent Orientation/Hospitality, Student Directory, Tea and Tissues, and Yearbook.

Communications Director: Attend all Sunny Hills PTA meetings. This person can also be the Chairperson for any of or oversee the following committees and maintain regular contact with committee chairperson to ensure they have the help needed: PTA Bulletin Board, PTA Newsletter, and PTA website.

Community Outreach Director: Attend all Sunny Hills PTA meetings. Oversee the following committees and maintain regular contact with committee chairperson to ensure they have the help needed: Environmental Beautification, Food Allergy Support, Holiday Giving Tree, Issaquah Meals Program, Lost & Found, Parent Ed, Recognition Awards, Sunshine Committee, and Thanksgiving Food Drive.

Advocacy/Legislative Representative: Attends all Sunny Hills PTA meetings. Attends the State PTA Legislative Assembly (as the SH rep). Attends Focus Day Events (as the SH rep). This person is responsible for communicating all advocate and legislative news from the Council, Region, and State PTA groups to the Board and Membership, via meetings, newsletters and website. There may be times when you are asked by State or Council to facilitate a legislative letter writing campaign or to attend a Capital hearing in support of a PTA supported issue. In the event of a Bond & Levy year, there will be additional communication that becomes necessary to pass on to the membership and there may be additional responsibilities such as organizing volunteers for Honk & Wave events.

Curriculum Support Director: Attend all Sunny Hills PTA meetings. Oversee the following committees and maintain regular contact with committee chairperson to ensure they have the help needed: Art Docents, Art Fair, Art Walk, Chess Club, Computer Lab Clean-up, Eager Reader, Gift-A-Book, Library Assistants, Math Club, Online School Supplies, Publishing Station, Reflections, Science Docents, and Yearbook.

Fundraiser Director: Attend all Sunny Hills PTA meetings. Oversee the following committees and maintain regular contact with the following committee chairs to ensure they have the help needed: Book Fairs, Gift Wrap/Cookie Dough, and Walk-A-Thon. Also oversee other passive fundraisers not included under Ways & Means.