



Board of Directors- Job Descriptions

These are general job descriptions. Specific duties may vary from year to year.

The Sunny Hills Board of Directors is comprised of 4 elected officers (Executive Committee) and 7 appointed standing committees:

Executive Committee

President
Vice President
Secretary
Treasurer

Appointed Standing Committees

Events Director
Membership Director
Communications Director
Community Outreach Director
Curriculum Support Director
Fundraising Director
Advocacy Director

President

- The President is the official representative of the Sunny Hills PTA. The President presides at all Sunny Hills PTA meetings and is responsible for creating the meeting agendas with input from other Board of Directors. The President maintains impartiality and does not vote on PTA matters unless to break a tie.
- The President is responsible to communicate all information to and from the Sunny Hills Members, Issaquah Council, State and National PTA.
- The President is the PTA representative for Sunny Hills Site Council and Issaquah PTSA Council and must attend those monthly meetings and communicate information to and from those groups to the Board and PTA members.
- The President plans and conducts an orientation for the incoming Executive Committee and Board of Directors.
- The President must sign all PTA contracts and must be a signer on the PTA bank account. The President should be the only one who checks the PTA mailbox in the office on a weekly basis, and during busier times, a daily basis may be necessary.
- The President oversees the following committees and maintain regular contact with committee chairperson to ensure they have the help needed: Financial Review, First Day Packets, Nominating Committee, and ISF Liaison. The President also serves as an ex-officio member of all committees, with exception to the Nominating Committee.
- The President should be knowledgeable of the objectives of the Sunny Hills PTA, Sunny Hills PTA Standing Rules, Washington State PTA uniform by-laws, basic



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parliamentary procedure, and be aware of and utilize PTA training and resources to accomplish this.

- The President needs to be aware of important deadlines, such as payment of membership service fees, registration for workshops, training and conferences, applications for awards and submittals for recommendations, as well as insurance, annual corporation reports, charitable solicitation registration and tax filings.
- The President should plan to attend the Washington State PTA Convention and must take PTA & the Law. *It is a Washington State PTA requirement that all elected officers attend a minimum of one State/Region training session during their term.

Vice President

- In the absence of the President, the Vice President is prepared to perform the duties of the President by presiding at Sunny Hills PTA meetings, attending Site Council, PTSA Council or any other meetings as the Sunny Hills representative.
- There are times when the President may delegate some of the President responsibilities to the Vice President, and any full delegation should be communicated to the Board of Directors. The Vice President may be called upon to assist the President with other PTA duties as well (please refer to the President's job description).
- The Vice President is responsible to make sure that both PTA Legal binders are up-to-date on a continual basis.
- The Vice President is the committee chair for Enrichment Grants and oversees the grant application and judging process of the committee.
- The Vice President is responsible for submitting a year-end PTA inventory report to the Board and to be filed with the Treasurer and in the legal binders.
- The Vice President should plan to attend the Washington State PTA Convention and must take PTA & the Law. *It is a Washington State PTA requirement that all elected officers attend a minimum of one State/Region training session during their term.
- The Vice President should 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.



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Secretary

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 Calendar of Events and any material necessary for and applying for any State PTA awards.

- The secretary should plan to attend the Washington State PTA Convention and take PTA & the Law. *It is a Washington State PTA requirement that all elected officers attend a minimum of one State/Region training session during their term.

Treasurer

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.

- The Treasurer should plan to attend the Washington State PTA Convention and must take PTA & the Law and Money Matters. *It is a Washington State PTA requirement that all elected officers attend a minimum of one State/Region training session during their term.

Events Director

Events Director: Attend all Sunny Hills PTA meetings. Oversee the committees/programs assigned and maintain regular contact with committee chairperson to ensure they have the help and resources needed.

Membership Director

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 and resources needed: KinderConnect, New Parent Orientation/Hospitality, Student Directory, and Tears and Cheers.



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Communications Director

Communications Director: Attend all Sunny Hills PTA meetings. This person can also be the Chairperson or oversee the following committees and maintain regular contact with committee chairperson to ensure they have the help needed: PTA Bulletin Board, PTA Pony Express Newsletter, Facebook/Social Media, eBlasts, Mustang Messenger PTA eNews, and PTA website.

Community Outreach Director

Community Outreach Director: Attend all Sunny Hills PTA meetings. Oversee the committees/programs assigned and maintain regular contact with committee chairperson to ensure they have the help and resources needed.

Advocacy Director

Advocacy: 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.

The advocacy director can also serve as the ISF representative chair or oversee the ISF chair.

Curriculum Support Director

Curriculum Support Director: Attend all Sunny Hills PTA meetings. Oversee the committees/programs assigned and maintain regular contact with committee chairperson to ensure they have the help and resources needed.

Fundraising Director

Fundraising Director: Attend all Sunny Hills PTA meetings. Oversee the committees/programs assigned and maintain regular contact with committee chairperson to ensure they have the help and resources needed.