



Cougar Ridge Elementary PTSA

Board Position Descriptions

(Updated in June 2021 by Christina Smedegaard)

Meeting commitment for all officers: One Executive Committee meeting per month (September through June); one PTSA Board of Directors/General Membership meeting per month; one training session during the year (either PTSA Convention in May; PTSA Spring or Fall Conference or PTA and the Law). Expected to help "fill the Board" for the following school year. Each officer is committed to sharing and filing necessary documents to help ensure future officers have the opportunity to find the proper resources to help fulfill their roles and responsibilities.

President

- Presides at all meetings and plans meeting agendas. Must maintain impartiality when serving as the presiding officer at meetings and be knowledgeable of basic parliamentary procedure.
- Attends monthly Issaquah PTSA Council meetings and votes as a delegate, these meetings are mandatory. Appoints 2 executive board members to attend in the event of absence.
- Attends Site Council meetings. Approx. 4 times/year.
- Attends a School Board meeting during School Board Appreciation month (Jan) and presents the Board with a gesture of appreciation from Cougar Ridge.
- Attends Cougar Ridge PTSA functions as schedule permits.
- Reviews Weekly and reviews and approves the CR PTSA Bobcat Blast Newsletter.
- Reviews monthly budget statements and meeting minutes prior to them being posted in the Bobcat Blast and online (under membership password protection).
- Disseminates and communicates all information received pertinent to PTSA.
- Ensures that the Standing Rules are up to date and has them voted for approval in the September General Meeting every year. Ensures we are in compliance with them.
- Ensures that all executive board members understand their roles, duties and responsibilities. They must attend a training no later than October (insurance won't cover in the event of the board not completing their training). Everyone must sign a Cougar Ridge PTSA Board Standards of Conduct.
- Gives a PTSA presentation at the parent evenings (and staff meeting) in September and Kindergarten Orientation in February.
- Organizes a retreat for the Exec. Team and end of year gifts.
- Ensures elections are held in a timely and accurate manner.
- Ensures that CR PTSA complies with the WA State SOI (Standards of Affiliation) list.

- Has authorization and must co-signs all written checks, unless the check is for the President. There are 3 signers: President, Treasurer and Secretary.
- Serves on the Budget Committee together with the Treasurer and another Executive Board member.
- Meets with the Cougar Ridge Principal on a regular basis.
- Co-signs all binding contracts and maintains copies.
- Makes appointments to positions and committees as designated in the Standing Rules with approval of the Executive Committee.
- Serves as the ex-officio member of all committees except the Nominating Committee.
- Appoints no fewer than three members to sit on the Financial Review Committee.
- Attends ISF Luncheon, Award ceremonies (Golden Acorn, Reflections).
- Approves all legislative communications that are disseminated through formal avenues (Weekly, PTSA Bobcat Blast, Website, Bulletin Board, email blasts, etc.). Ensures that PTSA formal communication activities are in line with District, School and PTA guidelines.
- Holds election for Nominating Committee (November, no later than January).
- Holds election for the Executive Committee Slate of Officers in April/May (notification of proposed slate must be posted to the membership in March, 30 or days prior to election).
- Helps to develop Joint PTSA/Cougar Ridge calendar with PTSA Secretary, Principal and staff (May). Works with the Secretary to keep the calendar updated.
- Informs the PTSA Site Council (secretary@issaquahptsa.org), WSPTA (support@wastatepta.org) of newly elected board officers and uploads them into memberplanet in June.

Executive Vice President

- Performs the duties of President(s) in the absence or inability of that officer to serve, including attending Council meetings when necessary.
- Attends PTSA functions as representative when the President(s) is unable to attend.
- Records all motions of the Board of Directors' and General Membership meetings.
- Keeps PTSA Bulletin Board updated and manages Bulletin Board space.
- Works with Awards Chair to submit Standards of Excellence application.
- Manages All School Grant, Grade Level Grant applications and helps and Grant Writing: a calendar with 4 deadlines is shared online and with the staff and Executive Board.
- Presents all Grants to the Executive Board and for approval at General Membership meetings.
- In charge of organizing school supplies.

Secretary

- Keeps accurate minutes of all meetings.
- At meetings, handles attendance and determines the existence of quorum.
- Places notice of the BOD/GM meetings on the Cougar Ridge PTSA Website each month including highlights of the agenda.

- Notifies the President of any unfinished business and is responsible for correspondence as designated by the President.
- Keeps a complete roster of membership of all standing and special committees.
- Maintains record of PTSA equipment.
- Helps to develop Joint PTSA/Cougar Ridge calendar with PTSA President(s), Principal and staff (May). Works with the President(s) to keep the calendar updated.
- Updates the organizational chart and makes sure it is updated on our website.

Treasurer

- Keeps accurate financial records at all times: receives and deposits monies promptly into an authorized account, issues receipts accordingly and disburses monies from the authorized account according to the approved annual budget.
- Coordinates the deposit and disbursement of all funds that are generated by the Opening Day packets (membership, yearbook, gift-a-book).
- Presents a written financial statement at each regular meeting and at other times as required by the President(s).
- Serves as chairperson of the Budget Committee, including presenting the proposed budget to membership.
- Prepares the federal tax return and other state returns.
- Provides all financial records if requested by the President of the Board of Directors' members.
- Closes books on June 30th and submits the books and records for audit to a qualified accountant or financial review committee of no fewer than three members appointed by the President(s).
- Keeps a record of all Fund Requests.
- Maintains copies of binding contracts.
- Attends PTA training for Treasurers.
- Files required tax return and non-profit business-related documents.

Vice President of Outreach

- Organizes sign-up genius for volunteers as Kindergartener bus chaperones, first days of school.
- Liaison to the Executive Committee for these committees: Financial Review, Special Services, Newcomers, Back to School Social, Caring Through Sharing, Gift-a-book, Festival of Cultures, Issaquah Schools Foundation, Book Fair, Spiritwear, Spooky Spaghetti Fall Social.
- Reports on liaison committees at Executive Committee and General Membership meetings.
- Approves all formal communication to Cougar Ridge membership by liaison committee chairs (Weekly, PTSA Connection, etc.).
- Responsible for making sure liaison committee chair duties have been completed in a timely manner, including website updates, which are made by the VP of Outreach.
- Meets with chairpersons before and after each event to go through expectations, budget and final assessments/recommendations. These assessments will be used

for the development and planning for the next year's event and is a valuable resource to have access to on our G-suite drive.

Vice President of Fundraising and Membership

- Liaison to the Executive Committee for these committees: Spring Social Fundraiser, Walk-a-Thon.
- Creates campaigns to promote the PTSA and membership.
- Manages the memberships and updates the active member numbers in Member Planet via our website Our School Pages.
- Reports on liaison committees at Executive Committee and General Membership meetings.
- Approves all formal communication to Cougar Ridge membership by liaison committee chairs (Weekly, PTSA Connection, etc.).
- Responsible for making sure liaison committee chair duties have been completed in a timely manner, including website updates which are made by the VP of Ways and Means.

Vice President of Communications

- Liaison to the Executive Committee for these committees: Room Parent Coordinator, Legislation, Newsletter Coordinator, Webmaster, Database Administrator, Language Liaison, Opening Day Packets, Student Directory, Yearbook and Volunteers for Issaquah Schools.
- Reports on liaison committees at Executive Committee and General Membership meetings.
- Approves all formal communication to Cougar Ridge membership by liaison committee chairs (Weekly, PTSA Bobcat Blast, etc.).
- Responsible for making sure liaison committee chair duties have been completed in a timely manner, including website updates which are made by the VP of Communications.

Vice President of Programs

- Liaison to the Executive Committee for these committees: Parent Education, Student Council, Art Fair/Spring Arts Walk, Chess Club, Destination Imagination, Fitness Nights, Lego Robotics Club, Read-Ins, Art Reflections, Science Fair.
- Reports on liaison committees at Executive Committee and General Membership meetings.
- Approves all formal communication to Cougar Ridge membership by liaison committee chairs (Weekly, PTSA Bobcat Blast, etc.).
- Responsible for making sure liaison committee chair duties have been completed in a timely manner, including website updates which are made by the VP of Programs.

Vice President of Service and Recognition

- Liaison to the Executive Committee for these committees: Awards (including Golden Acorn and Outstanding Advocate, and Standards of Excellence),

Volunteer Coordinator, Assemblies Support, Fall Staff Luncheon, Hospitality, Monthly Birthdays, School Beautification, Staff Appreciation Week.

- Organizes Meet the Bus - for new Kindergarteners (End of August).
- Prepares list of volunteers for chairpersons based on volunteer interest form. Coordinates preparation and distribution of gifts and/or thank you notes to all volunteers during Volunteer Appreciation Week.
- Reports on liaison committees at Executive Committee and General Membership meetings.
- Approves all formal communication to Cougar Ridge membership by liaison committee chairs (Weekly, PTSA Bobcat Blast, etc.).
- Responsible for making sure liaison committee chair duties have been completed in a timely manner, including website updates which are made by the VP of Service and Recognition.
- Responsible for collecting feedback and/or assessment forms for each event as needed.