

<u>Position</u>	<u>Current Board</u>	<u>Description/Responsibilities</u>
President Co-President	Julie Chang president@cougarridgeptsa.org Open	<p>The president is the presiding officer and the official spokesperson of the local PTA or council. The president presides at all meetings and plans the meeting agenda with the PTA secretary, utilizing input from others. The president must remain impartial when serving as the presiding officer at meetings.</p> <p>The president delegates responsibility and develops leaders by empowering others and acknowledging their efforts. He or she should communicate regularly with officers and chairs and be available to members. The president ensures that all officers, chairs, and committee members are current PTA members.</p> <ul style="list-style-type: none"> • 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 that all executive board members understand their roles, duties, and responsibilities. They must attend a training no later than October. • Gives a PTSA presentation at the parent evenings (and staff meeting) in September and Kindergarten Orientation in February. • Ensures elections are held in a timely and accurate manner. • Ensures that CR PTSA complies with the WA State SOI (Standards of Affiliation) list. • 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. • Holds election for Nominating Committee (November, no later than January). • 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 and WSPTA of newly elected board officers and uploads them into Memberplanet in June. <p style="text-align: center;">Time commitment – 5-7 hours per month</p>
Executive VP Co-Executive VP	Amy Raber execvp@cougarridgeptsa.org	<p>The 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.</p> <ul style="list-style-type: none"> • 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.

		<ul style="list-style-type: none"> 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. <p>Time commitment – 3-5 hours per month</p>
Secretary	Malda Taki Eddine secretary@cougarridgepts.org	<p>The secretary takes and distributes meeting minutes, helps plan meeting agendas, issues notices of meetings, handles correspondence, and keeps an up-to-date roster of members and a current record of all committees. The secretary shall also serve in other ways as directed by the local PTA's standing rules or by the president.</p> <ul style="list-style-type: none"> 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. 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. <p>Time commitment – 3-5 hours per month</p>
Treasurer	treasurer@cougarridgepts.org	<p>The members elect the treasurer to be the authorized custodian to manage the funds of the PTA on behalf of the membership and the board of directors. The funds, the books, and the record-keeping materials are the property of the PTA. The treasurer serves as an active participant on the board of directors and executive committee and attends all meetings of each body. The treasurer serves as chair of the budget committee and presents the budget to the board and membership.</p> <ul style="list-style-type: none"> Assure all PTA funds are promptly deposited into one or more bank accounts where PTA funds are maintained, separate from funds of any other organization. Assure that appropriate and adequate insurance (liability insurance at a minimum) is purchased for the PTA. Keep an accurate and detailed account of all funds received and disbursed. Pay all authorized financial obligations of the PTA, including membership dues and fees owed to a council (if any), in a timely manner. Prepare and file the appropriate IRS informational forms (990-N, 990-EZ or 990), state sales tax forms, annual incorporation renewal report, Charitable Solicitations report, business license, and any city/county licenses in a timely manner. Preserve all receipts, invoices, bank statements, cancelled checks, and other financial records as specified in the records retention timetable. Submit a detailed, written monthly financial report at each meeting of the PTA membership and each meeting of the board of directors. Submit written reports by mail or email to the board during months when no meetings are held. Develop and present, with the support of the budget committee, the budget for the following year. Submit an annual report at the end of the fiscal year (June 30). Prior to delivering the books to the successor treasurer, submit the current year's records to a financial review committee. <p>Time commitment – 5-7 hours per month</p>
VP of Communications	Kim Beaudoin communications@cougarridgepts.org	<p>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.</p> <ul style="list-style-type: none"> Reports on liaison committees at Executive Committee and General Membership meetings.

		<ul style="list-style-type: none"> • 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. <p>Time commitment – 3-5 hours per month</p>
VP of Programs	Dorothy Davis programs@cougarridgepts.org	<p>The VP(s) of Programs ensure that our family and academic events and programs take place and that they reflect the needs and desires of the school, students, and families. The VPs recommend the events and the timing of them and direct Chairs in their execution. The Art Docent Program also falls under Programs, but is led by our Art Docent Chairs. The VPs also recommend and then ensure execution of any after school programming for students outside of school-led events.</p> <ul style="list-style-type: none"> • Liaison to the Executive Committee for these committees: Parent Education, Student Council, Art Fair/Spring Arts Walk, Chess 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. <p>Time commitment – 3-5 hours per month</p>
VP of Outreach	Betty Ko cooutreach@cougarridgepts.org outreach@cougarridgepts.org	<p>Help ensure that each and every family feels a part of the Cougar Ridge Elementary community and that our PTA family is an active part of our greater ISD community. This is done through the organization of community outreach events like Back to School Social and via community service projects such as Caring through Sharing, etc.</p> <ul style="list-style-type: none"> • Organizes sign-up genius for volunteers as Kindergartener bus chaperones, first days of school. • Liaison to the Executive Committee for these committees: Fall Social, Newcomers Connection, Back to School Social, Caring Through Sharing, Gift-a-book, Heritage Festiva, Lunar New Year, Book Fair, and Spiritwear. • Reports on liaison committees at Executive Committee and General Membership meetings. • 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. <p>Time commitment – 3-5 hours per month</p>
VP of Fundraising and Membership	Diana Heyd fundraising@cougarridgepts.org Christina Smedegaard membership@cougarridgepts.org	<ul style="list-style-type: none"> • 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. <p>Time commitment – 3-5 hours per month</p>
VP of Service & Recognition	Jennifer Adlakha service@cougarridgepts.org	<ul style="list-style-type: none"> • Liaison to the Executive Committee for these committees: Awards (including Golden Acorn and Outstanding Advocate, and Standards of Excellence),

	coservice@cougarridgepts.org	<p>Volunteer Coordinator, Assemblies Support, Fall Staff Luncheon, Hospitality, Monthly Birthdays, School Beautification, Staff Appreciation Week.</p> <ul style="list-style-type: none"> • 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. <p>Time commitment – 3-5 hours per month</p>
VP of Events	events@cougarridgepts.org	<p>Help ensure that each family feels a part of the Cougar Ridge Elementary community and that our PTA family is an active part of our greater ISD community. This is done through the organization of community events like Spooky Spaghetti, Movie Night, Bingo, Birthday Club, and Carnival.</p> <ul style="list-style-type: none"> • 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. <p>Time commitment – 3-5 hours per month</p>
VP of Community Engagement	<p>Open community@cougarridgepts.org</p>	<p>The Vice President of Community Engagement strives to make sure that our community is open and welcoming to all families. The population served by Cougar Ridge PTSA has been changing quickly. Diversity, Equity, and Inclusion are essential pillars in creating an inviting environment and guaranteeing continued success. One of the primary goals of this role is to make sure that the board's activities, actions, and languages reflect the community.</p> <p>The responsibilities of the VP of Community Engagement may include the following (which are to be considered as suggestions and not a mandatory list of responsibilities):</p> <ul style="list-style-type: none"> • Liaison with the Issaquah PTSA council FACE (Family and Community Engagement) chair (currently Alicia Spinner) on coordinating effort and activities. • Attend monthly FACE meetings at ISD. • Partner with the VP of Outreach to align welcome resources for incoming families with a focus on any specific cultural needs. • Create awareness about various cultural celebrations by creating a Culture Corner, which can be a physical Bulletin Board where parents can be invited to contribute stories and pictures of their cultural celebrations at home, for example a Christmas party, an Iftar party or a Diwali celebration. • Work with the VP of Communications to include a write-up about relevant celebrations during school calendar days. This blurb could be included in all outgoing PTSA communication, like the Bobcat Blast or Facebook posts. <p>Time commitment – 3-5 hours per month</p>