

Lake Washington High School PTSA Officer & Chair Positions

Job Summaries

Elected Officers

- All positions may be shared by more than one person.
- All officers attend general membership meetings & monthly board meetings during the school year, and participate in a PTA training session at least once per year.

PRESIDENT

Plans and presides over Board and General Membership Meetings. Meets with school Principal once a month to discuss upcoming events and any issues. Coordinates Coffees with Christina. Works with admin to plan, promote and obtain volunteers for back to school BBQ, including 1st day packets. Updates all board spreadsheets and information for the year. Assigns meeting dates for board and general meetings. Writes president's letter for September Kang Crier and provides all updated PTSA materials for inclusion. Updates and coordinates posting on website of all PTSA materials. Reviews bylaws to see if they need to be updated. Proposes yearly PTSA goals to board, seeks input and produces goals to be approved by general membership. Responsible for making sure all elected officers attend one approved training class. Attends back to school WSPTA training with as many elected officers as possible. Ensures that at least one elected officer attends PTA and the Law. Speaks at staff and parent events that include PTSA information-sharing. Functions as main point of contact between school staff and PTSA.

VP-PROGRAMS – Student Affairs

With collaboration from the board, define programs, recruit and manage chairs/volunteers for each program. Create yearly program budgets/Meet yearly budgets allocated/Update Plan of Action. Serve as a liaison between Committee Chairs/Board and provide support. Attend all PTSA Board/General meetings and report at each. Attend PTA Council meetings and training sessions as needed. Committees under VP-Student Affairs include; Senior Salute, Senior Party, College Applications Workshops, Fear Free SAT/ACT, Reflections, Special Needs.

VP-PROGRAMS – School Support

With collaboration from the board, define programs, recruit and manage chairs/volunteers for each program. Create yearly program budgets/Meet yearly budgets allocated/Update Plan of Action. Serve as a liaison between Committee Chairs/Board and provide support. Attend all PTSA Board/General meetings and report at each. Attend PTA Council meetings and training sessions as needed. Committees under VP-School Support include; Parent Pledge, Hospitality, Emergency Prep, Staff Appreciation, School Beautification, Parent Ed Coordinator, Family & Community Engagement.

VP COMMUNICATIONS

Manage the communication strategies of the LWHS PTSA including Kang Crier e-newsletter, Kang Cards, Website, School Bulletin Board, Facebook. Recruit and help train committee chairs. Assure information is updated and complete and work with school administration to help ensure accuracy of content and coordination on school events. Work with membership chair to publish the student directory annually on the PTSA Website. Committees under VP-Communication include; Newsletter editor, Website, Bulletin Board, Directory, Advocacy, Volunteer Coordinator

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VP WAYS & MEANS

Organize and coordinate the fundraising efforts for the LW PTSA including the main “Pass the Pouch” fundraiser that occurs in September. Monitor other existing fundraising programs and seek out new passive fundraisers such as escrip and PCC scrip. Oversee the distribution of funds as determined by the annual budget to include grants to staff and school groups and scholarships to graduating seniors. Committees under VP Ways & Means include; Grant committee, Fundraising, Sheeley Scholarship.

TREASURER

Assist in developing the annual budget for the LWHS PTSA and manage the funds of the PTSA. Keep an accurate and detailed account in the treasurer’s book of all monies received and paid out. Reconcile bank statement each month and prepare monthly reconciliation report and provide to the President and board prior to meetings. Receive all monies for all accounts and issue receipts for cash received. Deposit all monies for the PTSA in a timely manner. Pay by check all bills as authorized (two signatures required) and file Reimbursement Check Request forms. Manage transactions by credit card or PayPal as needed. Keep the record of the state portions of membership dues as required by the annual budget and work with the membership chair and the secretary in keeping an accurate list of the PTSA membership. Prepare files for and arrange the twice annual financial review done by others. Prepare annual taxes. Keep all records of the treasurer per records retention requirements and transfer all materials to successor in a timely manner.

SECRETARY

Keep records of official meetings of the LWHS PTSA. Assist with development of meeting agendas. Send out notification of board meetings including time and location and any meeting documents prior to the meeting. Make and provide copies of documents for official meetings as requested. Prepare board meeting and general membership meeting minutes and distribute prior to the next meeting. Maintain sign in sheets for board and membership meetings. Keep all records of the Secretary per records retention requirements and transfer all materials to successor in a timely manner.

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Standing Committee Chairs

- Standing chairs are appointed by the President and are not generally required to attend board meetings unless specified below. They work in concert with an elected officer above.

KING CRIER EDITOR

The Kang Crier is our school newsletter that is distributed every other week to keep Lake Washington High School parents informed about news and activities of the PTSA, school and district. The Kang Crier Editor manages the process of communicating with submission sources, collecting articles, and creating the newsletter with provided web-based software. This position requires approximately 30 to 180 minutes of volunteer time per week.

WEBSITE

Webmaster maintains the LWHS PTSA website, works with various event chairs to add ticket sale capabilities, etc. Works closely with Kang Crier editors, VP-Communications, PTSA presidents and others to get up-to-date information. Updates website throughout the year on an as-needed basis. Will need to work over the summer to get the website ready for start of school.

STUDENT DIRECTORY

Assemble the PTA student directory. Data is received from the district and school and put into an Excel spreadsheet. Completed document is sent to the webmaster to be uploaded to the website. All PTSA members are given "restricted" access to documents on the LWHS PTSA website. The directory is currently the only restricted document on the website.

VOLUNTEER COORDINATOR

Collect volunteer forms as they come in to the school office or via PTSA membership forms including online memberships. Create a database of the names and contact information of all volunteers and send collated lists of the database to appropriate committee chairs and board members. Assist committee chairs and board members in recruiting volunteers for PTSA activities and student and staff organizations as needed (generally via Sign-up Genius).

BULLETIN BOARD

Maintain the PTSA student bulletin board in the attendance office. Requires weekly visits to the school to update the board with current news of the Kang students' accomplishments for the week and relevant PTSA events. The information is usually gathered from the local newspapers, such as The Seattle Times and the Kirkland Reporter. The news is usually academic, sports or volunteer related. A budget is provided for acquiring the paper, glue, push pins, and theme material.

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ADVOCACY

The Washington State PTA conducts a continuous Legislative Advocacy program that includes training and education for members and parents on issues in support of the organizations' mission and vision. The WSPTA sets a Legislative Platform each year which supports the delivery of this mission. Parents and members are strongly encouraged to use their voices to speak for the youth of Washington State. The Advocacy Chair will work to inform members about legislative issues; help members determine our statewide platform; and help members speak up when it matters most. Activities can include organizing local PTSA activities in support district and statewide initiatives and attending WSPTA Legislative Assembly and Focus Day. The Advocacy chair should be nonpartisan and work closely with the LWPTSA Board on focus and efforts.

SENIOR SALUTE (aka Baccalaureate)

The chair/chairs organize a senior baccalaureate evening of inspiration right before graduation which is focused on a more personal level with students, staff, and families. The event includes the coordination of school building space, student and staff speakers, student art, and student music while maintaining a budget. It is an evening to celebrate the graduating class of the year.

SENIOR PARTY

This is a board position and requires attendance at monthly board meetings and, ideally, membership meetings as well. Per LWHS PTSA by-laws, the Senior Party chair must attend PTA & the Law. Responsible for overseeing all aspects of the preparation of the senior party. Choosing the party planner to work with, deciding on locations and activities, fundraising and selling tickets for the party. Organizing and arranging transportation of the students on the day of the event as well as ensuring the students safety throughout. It is our responsibility to ensure the students have fun while maintain a safe, alcohol and drug free environment.

COLLEGE APPLICATION WORKSHOPS

This program provides trained parent volunteers to coach seniors through the college application process. From October through January, volunteers are available Wednesday afternoons to meet with seniors to talk about their applications, proofread essays, prepare for interviews, and offer support for various application steps. The committee chair will arrange the volunteer training, coordinate the use of the Career Center, and arrange the provision of lunch for Wednesday sessions. Seniors will sign up for appointments during the afternoon sessions.

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FEAR FREE SAT/ACT PRACTICE TESTS

The purpose of this program is to provide students (primarily LWHS and JHS) with an opportunity to come into school on a Saturday morning and take a practice SAT or ACT test that will not count on their permanent SAT record. The test will be provided and graded by Princeton Review, and returned to the students a few weeks later in a scheduled review session. Students can then learn how they did, and get feedback on weaknesses and strengths. We will work with JHS PTSA to alternate dates, so that we are not duplicating our efforts and competing with them. The Chair for this job will coordinate with Princeton Review, their JHS counterpart, the LWHS administration (to schedule dates and rooms), and with the volunteer coordinator to get help on the test days and review sessions. Also, coordinate with the LWHS PTSA webmaster to get ticket sales through the website, and the Kang Crier to advertise.

SPECIAL NEEDS

Communicate information to the school community regarding special needs students including information on the monthly LWPTSA Special Needs Group meetings at the LWSD Resource Center. This would also include special community events, special interest speakers, workshops and any other pertinent information dealing with any topic concerning special needs students. Assist parents when contacted in connecting them to the correct sources to help navigate the system for their students. Other activities could include hosting a disability fair or awareness event.

REFLECTIONS

Promotes the National and Washington State PTA cultural arts competition to Lake Washington High school students. Chair attends a Reflections district meeting and maintains communication with the district chair for annual changes to the program, exhibits and entry information. Promote locally with posters, flyers, announcements and PowerPoint presentations for our high school students. Supply entry forms and information to the Main office. Collect projects, prepare (and / or repair) entries and forms for judging. Arrange for local judges, set up and supply forms with judging criteria. Maintain correspondence with entrants regarding status in competition. Transport projects and forms, and hang entries for district exhibit. After district wide exhibit, plan an exhibit in the LWHS library and possibly a reception. All entries are picked up at the office except for one piece which hangs at the Founders Day luncheon.

PARENT PLEDGE

Manage parent pledge program, a signed parent pledge to provide an alcohol, tobacco and drug free environment for students. Promote this program in LW PTSA newsletter and website.

PARENT EDUCATION

Finds speakers and plans parent education events usually held in conjunction with PTSA meetings. Promote these programs at the school and through LW PTSA communication channels.

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HOSPITALITY

Provide drinks/snacks for all general PTSA meetings for members. Keep within the budget set by the PTSA Board.

EMERGENCY PREP

Procure supplies, maintain a comprehensive supplies inventory, and maintain one year and five year wish lists. Offer to assist with the Administration with the refining and implementation of the School's Emergency Response Plan and volunteer to serve on the school's Safety Committee. Attend the 5 meetings held throughout the year by the LWSD PTSAQ Council Emergency Preparedness Committee.

STAFF APPRECIATION

Provides LW staff with year-round treats, lunches, desserts, etc. to show that LW parents appreciate all that teachers/staff do for our students. Responsibilities include communication/coordination with principal and staff in a timely manner, coordinating parent donations, and executing the event while maintaining a budget.

SCHOOL BEAUTIFICATION

Twice a year students, parents and staff will come together for a Beautification Day event (typically a Saturday morning from 9-12) to help with sprucing up the school grounds. This involves weeding, pruning, mulching, picking up trash. The Chair coordinates with LWHS Staff & Administration, LWSD Landscape team and ASB on coordinating the event and seeking volunteers. Serves as project manager on day of event and recruit adults to supervise students. Chair maintains, and updates supplies (owned by LWHS PTSA) for events and provides drinks and snacks in line with the approved budget. Chair also recruits volunteers over the summer to do occasional watering if needed.

FACE – Family & Community Engagement

Works with the board to develop school and community activities and outreach efforts to engage families and the community at large. The goal is for all to be active participants in the life of the school, and feel welcomed, valued, and connected to each other, to school staff, and to what students are learning and doing in class.

FUNDRAISING

Organizes and coordinates the Pass the Pouch fundraiser in September. Monitors existing programs and seeks out new passive fund raisers such as escrip, and PCC scrip.

GRANTS

The grants chairperson manages the process for distribution of PTSA funds for LWHS Staff and student groups per the annual allocated grants budget. Responsibilities include promoting the available grants and creating a means for staff and others to apply (usually through grant request forms and/or Sign up Genius). Chair organizes committee meetings to review the grants that have been submitted. The chair presents the committee's recommendations to the board for final approval. Manages follow up with recipients including collection of receipts and coordination with Treasurer for payment of grants.

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SHEELEY SCHOLARSHIP

The committee awards scholarships to graduating seniors in alignment with the allocated budget. Responsibilities include working with the career center to publicize and distribute applications, reviewing applications, selecting recipients, presenting the scholarships and publicizing the awards. Most of the work occurs during the review process, which runs from mid-April to mid-May.

MEMBERSHIP

Set a membership goal for the year. Help with membership drives by getting the word out and providing information to potential and renewing members. Keep the membership application form up-to-date. Collect the forms and submit on-line information to the state organization. Prepare and distribute membership cards. Coordinate with the treasurer and submit the appropriate membership fees to the state organization by the due dates. Attend board and general membership meetings to report on the membership status.

AWARDS COMMITTEE

Small committee formed in the spring to advertise for and select candidate for Kang Award (Educator of the Year) and the Acorn Award (Volunteer of the Year). Nominations/suggestions should be requested in the Kang Crier and posted at the school. Board members should be queried and members of the admin team. Awards are ordered thru the WSPTA. Awards are presented at the LWHS volunteer tea in June.

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Special Committees

- These committee members are appointed by the board or membership or elected by the membership for a short term, specific purpose and have special requirements as defined.

FINANCIAL REVIEW

This committee meets twice a year to review the financial books and to be sure everything is in order. They work from an official checklist and then provide a report of their findings to the general membership. This Committee is appointed by the Board of Directors and members may not serve on it for more than 2 years consecutively.

NOMINATING COMMITTEE

Under the guidelines of WSPTA, the LW PTSA membership elects a team of 3 people to identify the most qualified candidates for board positions for the next year's PTSA. Members need to be able to network through parents to find potential candidates, and to reach out to the feeder schools for interested parents who will have students attending LWHS in the coming year. Committee will follow WSPTA guidelines for timing to present names to the LWPTSA board and general membership. An individual may serve on the nominating committee for a maximum of 2 years in a row.