
Kirkland Middle PTSA Board Position Descriptions

All positions can be shared with another person. Time commitment averages 5 – 10 hours a month, including attendance at monthly Board meetings and General Membership meetings (usually 4 per year). There is also a 1 class training requirement for all board members.

Executive Committee:

President: Primary responsibilities include running board and general membership meetings. Acts as primary liaison between school administration and the PTSA. Also attends monthly Lake Washington PTSA Council meetings (or sends representative).

Vice-President of Communications: Responsible for facilitating communication to and from the school community. This position includes the following committees: Panthergram Newsletter, Special Needs Liaison, Volunteer Coordinator and Webmaster.

Vice-President of Student Programs: Facilitates communication and activities for PTSA programs involving more interaction with students. This position includes the following committees: Drama Program, Reflections, Walkabout and Health Screening.

Vice-President of Ways & Means: Coordinates activities and communication with major fundraising and spending needs. This position includes the following committees: Big Give, Emergency Preparation, Financial Review Committee, and Passive Fundraising.

Vice-President of Outreach: Coordinates communication and activities for PTSA events involving and enriching the KiMS community. This position includes the following committees: Ice Cream Social (August), Hospitality, Staff Appreciation, Fathers & Kids Event, and Mother's Day Event.

Secretary: Responsible for record-keeping activities at all Board and General Membership meetings.

Assists the president with documents for these meetings.

Treasurer: Receives the cash receipts of the PTSA, keeps accurate records of receipts and expenditures, and disperses funds as authorized by the PTSA and the approved budget. The treasurer presents a statement of account at every meeting of the PTSA and makes a quarterly report at the general meetings.

The Board of Directors also includes the following non-executive committee members.

Membership Chair: Communicates needs and benefits of membership with the community, works to increase membership. This position includes the following committee: Student Directory.

Advocacy Chair: Coordinates communication and activities that facilitate the goals of the KiMS PTSA via activism and engagement.