

## Kirkland Middle School 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 elected board members.

### **Elected Positions**

**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 representatives).

**Vice-President #1 of Communications:** Responsible for facilitating communication to and from the school community. This position includes the following committees: Panthergram Newsletter, Special Education Liaison, Volunteer Coordinator and Webmaster.

**Vice-President #2 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, Wellness/Backpack, and Emergency Prep.

**Vice-President #3 of Ways & Means:** Coordinates activities and communication with major fundraising and spending needs. This position includes the following committees: Big Give, Financial Review Committee, and Passive Fundraising.

**Vice-President #4 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), 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 and disburses money for the PTSA while keeping accurate records of receipts and expenditures. Is in charge of maintaining the approved budget. Presents a statement of account at every BOD and General Membership meeting.

### **Appointed Positions**

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

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

The Board of Directors may appoint additional director positions as needed.

