Title: Co-President

Length of Term: 2 years

Description: The PTA President(s) are responsible for providing leadership and direction to the organization. There are 2 Co-Presidents that share the responsibilities below.

Responsibilities:

- Preside over the PTA Board and General Membership meetings.
- Work with PTA board & school principal to set school event calendar.
- Set agendas for all PTA Board and General Meetings
- Coordinate processing of first day packets (Doing Business Day).
- Work with Board, School, Secretary, and Principal to annually revise and update inserts for first day packets.
- Ensure that pertinent PTA information is distributed to membership.
- Work with the Building Leadership Team to establish school district budget priorities.
- Determine appropriate methods (to be determined each year) on collecting funding priorities and investment interests of the PTA general membership.
- Coordinate PTA budget process, working with the treasurer, PTA Board, BLT, and Principal.
- Work with treasurer to oversee appropriate allocation of funds per established annual budget
- Oversee and work with PTA Vice Presidents t recruit chairs for all committees and fundraising events.
- Attend “PTA and the Law” training session.
- Contribute to the PTA Newsletter when necessary.
- Participate in as many PTA functions each school year as scheduled allows. Work with PTA Board members to help ensure PTA Board representation at PTA events.
- Coordinate attendance of PTA representatives to welcome families to LAwton at Kindergarten open house and new family tours/events.
- Be an approved PTA check signer and available to treasurer as needed to co-sign PTA checks.
- Be a member in good standing of the Lawton PTA. Membership renewed and dues paid annually.
Lawton Elementary School
PTA Board Job Descriptions

**Title:** Co-Vice President

**Length of Term:** 2 years

**Description:** The PTA Vice-President(s) are responsible for supporting the Presidents and helping to provide leadership and direction to the organization. There are 2 Co-Vice Presidents sharing the following responsibilities below.

**Responsibilities:**

- Recruit chairpersons for all PTA committees
- Monitor the progress of each committee and provide consultation regarding Board policies and procedures. Ensure familiarity with all accounting and reimbursement procedures. Confirm all building use paperwork is completed prior to each event.
- Collect all documentation pertaining to each event and compile for PTA files.
- Review Committee Chair List each year and make changes when needed.
- Collect and prepare volunteer signup sheets for yearly committees and distribute them to committee chairs.
- Mail volunteer lists, budget, report forms and other pertinent information to each chairperson.
- Update the PTA Board on a regular basis with information from these committees.
- Distribute returned first day packet information into correct boxes and files.
- Coordinate refreshments for PTA General Membership meetings, First Day of School Parent meeting with the principal, and other parent meetings pertinent to the PTA.
- Preside over PTA Board and PTA General Meetings in absence of the Presidents.
- Recruit a nominating committee for open Board positions in the spring.
- In conjunction with all other board members, gather information, copy, prepare and distribute the first day packet.
- Participate in at least 5 PTA functions each year.
- Be a member in good standing of Lawton PTA. Membership is renewed and dues paid annually.

Updated 1/21/2016
Title: Co- Fundraising Chair  
Length of Term: 2 years  
Description: The PTA Fundraising Chair(s) are responsible for overseeing all fundraisers the PTA puts on throughout the year. Specifically at Lawton, this includes the Direct Drive & School Auction. There are 2 Fundraising Chairs sharing the responsibilities below.

Responsibilities:
- Research fundraising opportunities, venues, and vendors and make recommendations for final decisions to the Board.
- Co-lead the development and implementation of major annual fundraising event (e.g. Direct Drive) and coordinate committee volunteers to provide an on-time and on-budget program.
- Partner with Vice-Presidents to recruit committee chairs for all fundraisers.
- Communicate with Committee Chairs and monitor progress and budget of all fundraising activities throughout the year.
- Communicate with committee Chairs prior to spring budgeting process to identify continued viability of fundraising via that method for the next budget year.
- Provide consultation regarding Board policies and procedures as needed.
- Ensure familiarity with accounting policies & reimbursement procedures with the Treasurer.
- Research & publicize passive fundraising opportunities (e.g. iGive, Boxtops, AmazonCares, Grocery & DrugStore Chain incentives, and other give back programs).
- Support communication and marketing of fundraising events.
- Create and provide a fundraising report at each Board meeting.
- Ensure fundraising forms are up-to-date, accurate, and accessible to committee Chairs and the Board.
- In conjunction with all other board members, gather information, copy, prepare and distribute the first day packet.
- Participate in at least 5 PTA functions each year.
- Be a member in good standing of Lawton PTA. Membership is renewed and dues paid annually.

Updated 1/21/2016
Title: Treasurer
Length of Term: 2 years
Description: The PTA treasurer is responsible for overseeing the finances of the organization.

Responsibilities:
- Record all checks and deposits in the proper categories.
- Balance the checkbook each month when the bank statement is received.
- Keep accurate records of all expenditures, including funds, request forms, receipts and other supporting documentation.
- Work as a team to ensure timely deposit of all monies.
- Provide access to the financial records whenever requested by the PTA board or General Membership. This will include providing necessary documentation for annual audit.
- Prepare a detailed report each month showing all income and expenses for Board and/or General Membership review.
- Prepare and complete all required filings for IRS and Washington state agencies.
- Attend appropriate trainings and seminars.
- Process check requests.
- Chair Budget committee in the spring.
- Perform all PTA banking functions.
- In conjunction with all other board members, gather information, copy, prepare and distribute the first day packet.
- Participate in at least 5 PTA functions each year.
- Be a member in good standing of Lawton PTA. Membership is renewed and dues paid annually.
Title: Cashier
Length of Term: 1 year (Fulfills 2nd year commitment of treasurer)
Description: The PTA Cashier is responsible for overseeing the finances of the organization and assisting the Treasurer in their first year on the board.

Responsibilities:
- Write checks in payment of authorized expenses and collect two signatures for those checks from authorized signers.
- Collect all monies for deposit daily or as needed
- Prepare all deposits with Treasurer
- Audit monthly bank statements and cancelled checks for required signatures.
- In conjunction with all other board members, gather information, copy, prepare and distribute the first day packet.
- Participate in at least 5 PTA functions each year.
- Be a member in good standing of Lawton PTA. Membership is renewed and dues paid annually.

Title: Recording Secretary
Length of Term: 2 years
Description: The PTA Recording Secretary is responsible for maintaining the non-financial records of the organization.

Responsibilities:
- Record minutes for all Board and General Membership meetings.
- Post a copy of the minutes from all meetings on the school Bulletin Board and email minutes to the website administrator for posting on the website within 10 days of the meetings.
- Maintain and keep up to date the following notebooks: Bank Statements, Legal, PTA Notes, PTA Minutes and Lawton School Historical.
- Write thank you notes for donations of time or money made to the Lawton PTA.
- In conjunction with all other board members, gather information, copy, prepare and distribute the first day packet.
- Participate in at least 5 PTA functions each year.
- Be a member in good standing of Lawton PTA. Membership is renewed and dues paid annually.
Title: Communications Chair - Newsletter

Length of Term: 2 years

Description: The Communications Chair - Newsletter is responsible for all PTA written correspondence with parents, staff and outside organizations and will serve as a liaison with the community outside of Lawton to publicize and promote school events.

Responsibilities:

- Support the President(s) and help to provide leadership and direction to the organization
- Work with the Communications Chair - Website, to coordinate and solicit news items to publish and distribute a weekly PTA newsletter.
- Maintain knowledge of events at Lawton and determine which positively reflect the Lawton Community or are otherwise newsworthy.
- In coordination with the Communications Chair - Website, write press releases publicizing those events or other items of interest at Lawton which are suggested by the PTA Board and distribute these press releases to local news organizations.
- Manage PTA email distribution list.
- Format and publish electronic communication from the Principal to the PTA distribution list.
- Record minutes for all Board and General Membership meetings in the absence of the Recording Secretary.
- In conjunction with all other board members, gather information, copy, prepare and distribute the first day packet.
- Participate in at least 5 PTA functions each year.
- Be a member in good standing of Lawton PTA. Membership is renewed and dues paid annually.
Title: Communications Chair - Website
Length of Term: 2 years
Description: The Communications Chair - Website is responsible for all online based correspondence with parents, staff and outside organizations and will serve as a liaison with the community outside of Lawton to publicize and promote school events.

Responsibilities:
- Support the President(s) and help to provide leadership and direction to the organization
- Work with the Communications Chair - Newsletter, to coordinate and solicit news items to publish and distribute via online sources including but not limited to school website, PTA Facebook page, etc.
- Maintain knowledge of events at Lawton and determine which positively reflect the Lawton Community or are otherwise newsworthy.
- In coordination with the Communications Chair - Newsletter, write press releases publicizing those events or other items of interest at Lawton which are suggested by the PTA Board and distribute these press releases to local news organizations.
- Schedule childcare for PTA general meetings and PTA sponsored meetings as needed.
- In conjunction with all other board members, gather information, copy, prepare and distribute the first day packet.
- Participate in at least 5 PTA functions each year.
- Be a member in good standing of Lawton PTA. Membership is renewed and dues paid annually.
Title: Member At Large Position
Length of Term: 2 years
Description: The PTA Member At Large Position is primarily responsible for keeping our PTA membership database up to date for Lawton Elementary.

Responsibilities:
- Enter members for the upcoming school year into the membership database throughout the year.
- Making sure membership information is up to date for each individual.
- Help Communications Chairs with updated emails for all PTA members.
- Update Reader Board with Current events happening at Lawton.
- Assist with other PTA Board members duties when additional help is needed.
- In conjunction with all other board members, gather information, copy, prepare and distribute the first day packet.
- Participate in at least 5 PTA functions each year.
- Be a member in good standing of Lawton PTA. Membership is renewed and dues paid annually.

Title: Advocacy Chair
Length of Term: 2 years
Description: The PTA Advocacy Chair is a liaison between school legislation, new levies, Seattle Public Schools, etc. & the PTA Board.

Responsibilities:
- Share with PTA board & members about issues affecting the school and community as well as legislative activities at all levels of government.
- Staying updated on the “hot topics” in legislature that may have an effect on our school community.
- Circulate materials from council, district, State, and National PTA when available.
- Have copies at PTA meetings or information on websites or links where the information can be found.
- **Write articles for the PTA newsletter, when appropriate.** Please observe Legislation Policy 11 ([Legislative Policies and Procedures](#)) which discusses guidelines for sending materials home with students.
- Attend legislative & school board meetings when possible.
- Be in alignment with WSPTA priorities in the legislature.

Updated 1/21/2016