

Endeavour Elementary PTSA Elected Board Member Job Descriptions

President

Email: president@endeavourptsa.org

Key Responsibilities

- The president is considered the spokesperson for the PTA and should always represent the association in the best possible way. Presidents must remember that they are the “face” of their association; even if they are in the community in a non PTSA capacity.
- Nurture a positive relationship with the principal and staff and should encourage PTSA members to do the same
- Duty of Care: to pay attention to the organizations activities and operations to comply with applicable federal, state and local laws
- Duty of Loyalty: To put the interests of the organization before personal and professional interests.
- Duty of Obedience: to remain the guardian of the mission and ensure funds are spent on the mission.
- Work with Board to ensure Mission Statement, Standards of Affiliation and Standards of Conduct are updated and in case of Mission Statement and Standards of Affiliation, voted on by General Membership
- Communicate regularly with board officers and chairs and be available to members
- Preside at all monthly board meetings and plan the meeting agenda with the PTSA secretary (2 hours per month)
- Preside at all Membership Meetings (at least 3x annually) and plan the meeting agenda with PTSA secretary (1.5-2 hours 3x annually)
- Attend monthly Issaquah PTSA Council Meetings (1.5-2 hours monthly)
- Plan agenda and set monthly meetings with Principal and Assistant to Principal (1 hr. monthly)
- Make appointments to positions and committees as specified in the local PTA or council standing rules
- Enter officers’ names and contact information into WSPTA’s membership enrollment database
- Submit Facility Request Forms to district for events and coordinate with school admin to reserve shuttle buses
- Ensure all officers, chairs, and committee members are current PTSA members
- Serve as an ex officio member of all committees except the nominating committee
- Plan and conduct an orientation for the board of directors
- Ensure that during the PTSA year (July 1– June 30), at least one elected officer attends PTA and the Law and the other elected officers attend at least one training as required in the WSPTA Standards of Affiliation agreement, to remain in good standing
- Encourage local PTSA to participate in WSPTA Legislative Assembly (where state priorities are voted on) and

Commitment:

- 20-40 hours per month
- Attend Monthly Issaquah PTSA Council Meetings
- Attend Monthly Endeavour PTSA Board Meetings
- Attend Monthly Meetings with Principal
- Attend Endeavour PTSA General Membership Meetings (3x's per year)
- Serve on Endeavour Site Council and attend meetings (3x's per year)
- Complete annual training requirement

For a complete overview, please request Presidents Handbook from current PTSA Board Member (requires login on Washington State PTSA Website)