

Tesla STEM High School PTSA

Board Position Descriptions

All Board of Directors are required to attend one approved WSPTA Training class annually and attend all Tesla STEM PTSA board and membership meetings.

President (Co)

- The Tesla STEM PTSA President position can be held by up to two people.
- Oversees all activities of PTSA.
- Meet monthly with the Principal.
- Presides at all Membership, Board, and Executive Committee meetings, and plans the meeting agenda ahead of time with the PTSA secretary.
- Lead the PTSA Board in fostering parent and student engagement geared towards advocating for all students and representing the membership.
- Support all PTSA Leaders in their role and ensure a cohesive Board.

Secretary

- Responsible for organizing the Membership, Board, and Executive Committee meetings of the PTSA.
- The Secretary, together with the president plans meeting agendas, takes minutes, and records all business transacted at each meeting.
- Support tracking of training requirements for the Board members.
- Ensure timely completion and submission of reports and other paperwork from Board members and chairs.

Treasurer

- Maintains management of PTA funds and bank accounts. Pays bills, receives, and disburses all funds as voted upon by the general membership. This involves reconciling monthly bank statements, making deposits, writing checks, preparing a monthly report of the financial positions at each meeting, preparing the annual budget, and preparing the documents needed for the financial review.
- Great role for a math geek! Commitment of ~1hrs+/week. Position is shared, for an ever-smoother volunteer experience.

Vice President of FACE

- Responsible for coordinating the PTSA sponsored family events in accordance with other school events during the year.
- Major duties include coordinating the stations for the two-day school registration day, organizing snack donations and/or volunteers for school events as asked, and PTSA sponsored family events.
- Provide support to new incoming parents and work with other Board members to create Inclusive, Individualized, Integrated, and Impactful Engagement.

Vice President of Programs

- Responsible for coordinating the PTSA sponsored SAT/ACT practice exams and prep classes and organizing other relevant programming for supporting students and the parent community.
- Responsible for coordinating additional Parent education events for supporting the needs of the Community.

Communication Chair

- The VP Communications shall be responsible for the dissemination of information to the board, school staff, students, and families of the TMS PTSA community.
- Oversee and support the volunteers managing the weekly newsletter, website, social media, online calendars, and other committees or volunteers who serve this purpose.
- Keep record of all logins and passwords for all online PTSA activity across all committees.
- Create and centralize all forms used across all committees.

Membership Chair

- Help our PTSA meet its goals of cultivating and retaining membership.
- Tasks include promoting membership in PTSA and school events and entering members in the membership database.
- Keep track of incoming memberships and work with the Treasurer to maintain an account of incoming fees.
- Keep track of membership updates from Council and State PTA and guide membership drives accordingly.
- Present updated numbers during the Membership report at each Board meeting.
- Inspire parents, students, and staff to be active members of the PTSA through timely reports submitted for the newsletter and social media updates.
- This is a shared position.

Volunteer Chair

- Support VP FACE and Membership chair during Registration days to highlight Volunteer opportunities, Volunteering benefits and inspire the parent community to support PTA Programs.
- Collect contact information and interests from prospective Volunteers at the beginning of the year.
- Keep a record of all PTSA events throughout the year by reaching out to PTA Leadership and track the needs based on CPoAs submitted by various VPs and Chairs.
- Connect chairs with interested volunteers. Plan Volunteer Appreciation and Engagement events once or twice a year