

Tesla STEM High School

Committee Chair Position Descriptions

ACT/SAT Prep

- Plan and organize SAT/ACT test prep and related activities.

Advocacy

- Attend two state PTSA events per school year (Oct. & Feb.), in the Seattle area and pass along monthly updates to our community through PTSA newsletters and social media.

Advocacy is a vital part of PTSA, as it is the voting from local PTSAs that determines which issues our state and national PTA focuses on - and their influence is significant. This is a way you can directly influence legislation and government handling of current problems facing our students, teachers, and community.

Awards

- This committee helps in selecting those volunteers that have gone above and beyond to support the PTSA mission, and to recognize a Tesla STEM staff member as the "Educator of the Year".
- Outstanding Educator award committee puts out a voting ballot for students and parents to nominate their favorite educators, tallies result and then presents award to educator at end of the year membership meeting.

Emergency Prep

- This committee ensures supplies are organized and available to support the school administration's emergency plan. Includes optional participation with LWSD PTSA Council Emergency Preparedness group.

Grants Chair

- The Grant Committee works with membership, the board and the principal to award grants that get funding to the classroom for equipment, supplies, innovative projects, and creative curricular ideas that align with the PTSA mission and vision and can be supported by PTSA.
- Work with the Presidents and Treasurer to know the PTSA budget and make recommendations for grants.
- Work with the Treasurer to process the necessary paperwork to complete the approved grants

Financial Review

- Assist the Tesla STEM PTSA to meet best practices by auditing the books and financial records of the PTSA semi-annually and presenting a written audit report to the Executive Board. The financial review is a guided process. (January & July)
- Three or more volunteers go through a checklist to check the PTSA financial documents. No financial background needed, just 2-3 hours and a bit of patience to browse through papers.

LWSF Ambassador

- The purpose of the Lake Washington Schools Foundation Ambassador is to be a link between the Foundation and the Ambassador's school community. LWSF raises funds to support academic excellence and success for all students in the Lake Washington School District.

- Pass along and promote inclusion of Foundation information and announcements in the newsletter in your school community. (The Foundation emails monthly articles around the 15th of the month).
- Work with LWSF Communication & Marketing Chair/s to publicize Foundation grants awarded to your school.
- Provide feedback about Foundation activities when requested.
- Attend 2 informational meetings (fall and spring) hosted by the Foundation.

LWPTSA Council Basket

- Work with the President to coordinate the theme for the basket.
- Arrange the procurement of items and packaging for the Basket of Goodies.
- Deliver the basket along with the necessary information sheet to the Council (follow timelines for Council Basket Auction process).
- Complete the process for delivery of the basket to the auction winner.

Nominating Committee

- This independent committee shall be elected in the fall and work together to find suitable candidates to fill all elected positions for the following school year.
- The committee will present its final slate of nominees no less than 15 days prior to the general membership meeting in April/May for voting.
- Additional guidelines for this committee are in the Washington State PTA Nominating Committee Handbook.

Newsletter

- Gather articles and create and publish the weekly newsletter.
- Add and remove recipients as needed.
- Provide archive links to the webmaster for housing past newsletters on website.
- Provide coverage for all aspects of PTSA such as membership, programming, and community engagement as well as timely updates from PTSA Leadership and School-related updates.
- This chair works closely with the communications VP, the webmaster, and the social media chair to ensure accurate website content.

Reflections

- The Reflections chair promotes the event, collects students' submissions, recruit judges to determine which works of art will pass to the Council level.
- Organizes an event to display artwork & submits winners to PTSA Council.
- PTSA offers training and resources available to guide you every step of the way.

Senior Celebrations

- Plan the Celebration activities for the graduating class.
- Work with the VF FACE to plan a one-day or multiple day activities based on polling the target audience.
- Plan fun, engaging and safe activities within school and PTSA policies.
- Coordinate necessary vendors and plan the complete CpOA and Budget with VP FACE.

- Coordinate with the school for any specifics related to on-site programming and get Board approval for the event(s).

Social Media

- Responsible for creating and posting content on weekly (or more) basis for Tesla STEM social media to advertise specific PTSA programs, inform about PTSA activities, and keep the community engaged.
- This chair will work closely with communications VP and the website chair and newsletter chairs to ensure information is shared and promoted across all platforms accurately and in a timely manner.

Special Needs Liaison

- The Chair of the PTA Special Needs Committee (SNC) is the main contact person for SNC events and activities. Specifically, the Chair will lead monthly SNC meetings for interested individuals at the school.
- Write article for Council monthly newsletter, Attend monthly PTA Meetings and report to activities to the general membership.
- Oversee Ability Awareness activities and outreach.

Staff Appreciation

- Recognize our hardworking Tesla STEM staff by coordinating or helping with monthly staff appreciation events.
- One time each month, different advisory classes provide snacks or lunches for the staff. This position coordinates with the parents/guardians of each advisory class to set up, clean up, and donate home baked or store-bought goods.
- Every December this position organizes the Staff Holiday Cookie Boxes of baked goods from parents and guardians.
- Staff Appreciation week is also celebrated every May. This is a weeklong celebration with different events every day (for example, a restaurant catered lunch one day, a coffee cart another day, parent donated lunch one day, etc.)
- There is a budget line for this position so money must be handled from ordering food & items to submitting reimbursement forms to the PTSA Treasurer.

Website

- The Tesla STEM PTSA website is an important tool for providing information, handling registration forms and payments, promoting communication and more! A skilled web administrator and tech support is needed to maintain the site and integrate new changes. Our current Webmaster will provide training.
- Monitor content to be adherent to the Organizations missions and vision, make changes to specific pages as needed and requested by the various PTA Leaders
- This chair works closely with the communications VP, the newsletter editor, and the social media chair to ensure accurate website content.