



RHS PTSA Board of Directors

Job Descriptions

PTSA Board duties include supporting the needs of the RHS Students, staff, and parents of the Redmond High School Community.

RHS PTSA Mission Statement: To encourage the connections between home school, and community and to enrich the learning environment for students, staff, and families.

Executive Board Positions

Co-President: The position of Co-President is a voting member of the RHS PTSA Executive Board and is required to attend all General and Board Meetings, attend monthly meeting with principal or member of administration, attend monthly LWPTSA Council meetings, and complete one Council Approved Training per year. The Co-Presidents will work together to oversee and coordinate the work of the Executive Board to run a PTSA effectively while presiding over all PTSA Board and General Membership meetings. This position will serve as the official contacts, communicators and representatives of the PTSA and will work with the board, the principal, and the ASB to determine yearly goals and execute them effectively. Co-presidents are authorized signers for PTSA bank accounts as well as all contracts and authorizations for payment. They are also ex-officio members of all committees (except the nominating committee) and will work to maintain/submit all legal files as required by WA State PTA. The presidents will also be responsible for the creating and submission of the annual council scholarship basket. Co-Presidents are responsible for updating standing rules annually as needed. Co-presidents are expected to effectively work together and lead the board to connect families, school, and community to support student success.

Secretary: The position of Secretary is a voting member of the RHS PTSA Executive Board and is required to attend all General and Board Meetings and complete one Council Approved Training per year. In addition, the secretary will prepare agendas for Board and General Membership meetings, record and distribute minutes of Board and General Membership meetings, maintain a complete file of all approved minutes, agendas, and materials distributed at any official PTSA meetings. The secretary will also maintain a legal documents binder and store in your home. This position is also responsible for reporting any correspondence as needed on behalf of the PTSA and with approval of the Board. Additionally, the secretary will update school bulletin board displays with current PTSA news and information and work with administration to update the reader board with pertinent information.

Treasurer: The position of Treasurer is a voting member of the RHS PTSA Executive Board and is required to attend all General and Board Meetings and complete one Council Approved Training per year. The Treasurer will maintain permanent records to track funds and financial transactions, and as the chair of the budget committee will prepare the annual budget for adoption by the General Membership. The treasurer is also required to pay all PTSA bills as authorized by Board or General Membership, prepare monthly reports for every Board and General Membership meeting as well as an annual financial report. This position is also required to submit taxes and reports required by PTSA bylaws, insurance or federal and state governments the proper due dates.

VP Membership: The position of VP Membership is a voting member of the RHS PTSA Executive Board and is required to attend all General and Board Meetings and complete one Council Approved Training per year. The chair will work to create and implement a membership plan, promote membership throughout the year, collect dues, and distribute membership cards. The chair will attend events and distribute and collect membership forms and payments as necessary. The chair will maintain up-to-date member records using approved software and report each month on the status of memberships to the Board.

VP Communications: The position of VP Communications is a voting member of the RHS PTSA Executive Board and is required to attend all General and Board Meetings and complete one Council Approved Training per year. The VP Communications will work with the Newsletter chair, Website/Social Media chair, and the Summer Mailer Chair to ensure all communication from the PTSA is effective and in working order and provide monthly status reports to the board. The VP will take over for the Newsletter chair, Website/Social media Chair, and Summer Mailer Chair duties should those chairs not be able to perform their duties or if the chair position is not filled. The VP Communications will be responsible for both printed and electronic communications as well as all account names and passwords for: web hosting, domain name, social media accounts, and for any information associated with any PTSA related communications accounts. This VP will also be responsible for posting and updating a current calendar of events, contact information for PTSA officers and chairs, and all PTSA documents and forms as needed.

VP Volunteers: The position of VP Volunteers is a voting member of the RHS PTSA Executive Board and is required to attend all General and Board Meetings and complete one Council Approved Training per year. This position works to coordinate and create sign-ups for all volunteer needs for PTSA, ASB, and school events as needed. Events will include but are not limited to: Laptop Check-In/Check-Out, Picture Day, Dances, Summer Mailer, Library Help, and any other event volunteer needs. The position is responsible for maintaining a current list of volunteers and dispersing the list to each department and committee as well as advertising volunteer needs and opportunities to the school community.

Co-VP Community Outreach: The position of VP Community Outreach is a voting member of the RHS PTSA Executive Board and is required to attend all General and Board Meetings and complete one Council Approved Training per year. This position will support programs and events that aim to make all members of our school community, including new families, feel welcome at RHS and at all PTSA events. The VP will work with executive board and the administration to provide educational and informational events/speakers for the school community on issues that are of concern or of importance to our school community. The VP will work to find suitable speakers and events, work to schedule these events, advertise these events, and provide refreshments and materials as needed. The VP will work closely with the advocacy chair, education events chair, community engagement chair, and special needs chair to bring all communities together as one.

Co-VP Ways and Means: The position of VP Ways and Means is a voting member of the RHS PTSA Executive Board and is required to attend all General and Board Meetings and complete one Council Approved Training per year. The VP Ways and Means will work with the executive board, the administration, and all appropriate chairs to support the annual Pass the Hat donation program, the external grant writing process, and the internal department grant writing process. This position will report the needs of these groups and work together to create and support effective programs.

Co-VP Hospitality: The position of VP Hospitality is a voting member of the RHS PTSA Executive Board and is required to attend all General and Board Meetings and complete one Council Approved Training per year. This position is responsible for supporting school administration, the PTSA, and the ASB with events by providing refreshments and coat check as requested. The vents may include but are not limited to: staff appreciation, student dances, Freshman Parent Night, ELL Night, Curriculum Night, and all Senior Events.

Co-VP Student Programs: The position of VP Student Programs is a voting member of the RHS PTSA Executive Board and is required to attend all General and Board Meetings and complete one Council Approved Training per year. The VP Student Programs will work with appropriate chairs to support and promote the Reflections Program, the Baccalaureate Program, Grad Night, Senior Sunrise/Sunset, ePrep, ACT/SAT Prep, Awards, and Scholarships Programs. This position is responsible for the successful execution of all related events, budgeting, and timelines, and will provide monthly status reports to the board.

Co-VP Sustainability: The position of VP Sustainability is a voting member of the RHS PTSA Executive Board and is required to attend all General and Board Meetings and complete one Council Approved Training per year. The VP will work with the appropriate chairs to support the Green Team student program chair, the Environmental Programs chair, and the Beautification chair. This chair will also be responsible for working with the district to ensure RHS is practicing proper and up-to-date sustainability programs. This position is expected to give monthly reports at PTSA meetings and provide monthly status reports to the board.

Board of Directors Chair Positions

ACT/SAT Prep Chair: This chair is responsible for the successful planning and execution of the annual RHS PTSA sponsored SAT and ACT Practice Tests program. These full-length practice tests offer students the opportunity to practice test taking strategies and determine baseline scores prior to taking the official SAT and ACT college entrance exams. The chair is responsible for working with a reputable company and communicating with the Executive Board on that choice. Once a contract is settled and has been signed by the Co-Presidents, the ACT/SAT Prep Chair will be responsible for all communication regarding administering of the testing, ensuring that the price of testing is within guidelines set by the college board, and work to schedule test dates for the school year. This position will be responsible for working with the communications team to get information to students and families as well as the volunteers team to ensure that two RHS PTSA members are present for each test date.

Adult Education Events Chair: This chair will work closely with the VP Community Outreach, the Community Engagement chair, and the LWPTSA Council to provide parent education opportunities to all communities within the school.

Advocacy Chair: This chair is required to attend the Legislative Assembly, educate members about the advocacy process, communicate issues relevant to children, and make the PTSA and community aware of all available advocacy opportunities. This chair will be required to give reports at all Membership Meetings, help to promote all in-person advocacy opportunities (Brown Bag lunches, Advocacy Coffee Chats, etc.), and encourage members to submit issues and/or resolutions for the WSPTA legislative platform. This chair will support bond and levy election efforts in coordination with the LWSD and the Bond and Levy Committee, communicate and encourage participation in events (flag waving, phone banks, etc.), and offer bond education as needed.

Affinity Programs Chair: This chair is responsible for the successful operations of our Affinity Programs; these fundraising programs currently include but are not limited to: Amazon Smile, Fred Meyer, and Everything Party. The duties of the chair will be to ensure the program is appropriate for the school community to participate and associate with, work with the treasurer to ensure it is a worthwhile program, search for additional possible Affinity programs, and communicate those to the board. The chair will also maintain communications and advertise the programs to our General Membership to encourage participation.

ASB Events Chair: This chair will work closely with the ASB, VP Hospitality, and VP Volunteers to ensure that all ASB events have the volunteers, refreshments, and donations as requested.

Awards Chair: This chair will be responsible for coordinating the RHS PTSA Awards program which nominates and awards outstanding volunteers. The awards chair is responsible for forming a committee to nominate and choose yearly awards based on submissions while also promoting the awards program to members, the community, staff, students, and school administration. This chair will work with the Scholarships Chair to plan and set up a small end-of-year awards banquet including the ordering of all award plaques, flowers, and refreshments. The chair will also present the volunteer awards to each winner at the awards banquet and update the awards cabinet plaques with new the recipient's names.

Community Engagement Chair: This chair will work closely with the VP Community Outreach, the Adult Education Events chair, the Community Engagement chair, and the LWPTSA Council FACE chair to ensure that all communities within the school are involved in all events and activities. This chair will also work closely with language interpreters for onsite assistance to all language communities for events and activities.

Emergency Preparedness Chair: This chair is responsible for the successful support of the school's emergency preparedness program as well as emergency supplies for use of the staff, students, and administration should there be a natural disaster or community emergency. The e-prep chair must attend council e-prep events and meetings and complete one Council Approved Training per year. The chair is responsible for maintaining a master supply list with expiration dates, organizing and mapping the storage space, removing and replacing items when expired, and communicating updates with the board, administration, and the school district of supply and expirations.

External Grant Writing Chair: This chair will be responsible for research and acquiring school-wide grants from the outside community. The chair will research opportunities and write grant requests that will allow our school to benefit from local, national, and international grants in all areas of education.

Green Team Chair: This chair position will be responsible for working closely with the VP Sustainability, the Green Team, and the LWSD Sustainability Team to ensure that RHS is following all district and state requirements for being a Green School. They will work toward waste reduction, recycling, and composting.

Internal Grant Writing Chair: This chair will be responsible for assisting the department heads and the administration through the PTSA grant writing process. The chair will help department heads to present their grant requests to the BOD and walk all through the process.

Newsletter Chair: This chair position is responsible for gathering articles and creating the weekly RHS PTSA newsletter which is used to communicate to and keep the school community informed of all PTSA and school information. The newsletter chair is responsible for maintaining the following on a weekly basis and in a timely manner: newsletter submission requests, newsletter updates, editing the information and verbiage to be accurate and appropriate, all formatting including links/forms/documents, adding and removing recipients as needed, timely delivery of newsletter on set day/time, and housing past newsletters on website for easy access.

Pass the Hat Chair: This chair will work very closely with the Affinity chair, the Presidents, and the Treasurer to set an annual fundraising goal and work to attain that goal. The Pass the Hat drive is our main fundraising drive, so the chair will be responsible for advertising and collecting donations at events.

Reflections Chair: This chair position works to support the Reflections program, a national arts program. This chair is responsible for advertising the program and ensuring that students know of the opportunity. The chair will collect all entries, work with local members of the community to judge the entries and submit winning entries to council. The chair will also be responsible for tracking the winners and reporting the information on the national PTA website. The chair will display the artwork at the annual reflections art show and then return all work to students with appropriate recognition and advertise in the newsletter all winning entries.

RHS Help Chair: This chair will work closely with the VP Sustainability as well as the RHS Help program to ensure the needs of students are always met. The chair will also work with the food recovery program to connect the Pantry Packs program with food that can be sent home to those in need. This chair will also work to build the annual RHS Help Gift Card Drive.

Scholarships Chair: This chair will form a committee to advertise the senior scholarship program and to then review and approve submitted applications. The chair will then notify recipients of the scholarship awards, invite the winners and their families to the awards banquet, and work with the Awards Chair to plan and set up a small end-of-year awards banquet including the ordering of all award plaques, flowers, and refreshments. The chair will also present the scholarships to each student at the awards banquet and publicly post the scholarships in the PTSA Newsletter and website, and the local newspaper.

School Beautification Chair: This chair will work with the presidents and administration on improvements and maintenance of the school grounds and garden plantings. This chair will help to fill gaps where building funds fall short or don't meet the needs of the building and the school community. This chair should take the time to be aware of the grounds needs and arrange appropriate clean-up/planting dates as needed. The chair will also work closely with school clubs, teams, and programs to schedule clean-up days throughout the school year.

Senior Baccalaureate Chair: This chair will be responsible for the planning and execution of the annual Senior Baccalaureate program. Duties will include reserving a venue and any necessary equipment, plan the dress rehearsal as well as the actual event, advertising to students, attaining student participants, plan and incorporate decorations, work with the VP Hospitality and VP Volunteers to ensure that any needs are met, and provide for any necessary video and photographic needs.

Senior Grad Night Chair: This chair will support the annual RHS PTSA sponsored, all-night drug and alcohol-free, safe graduation celebration immediately following commencement ceremonies. The chairs are responsible for forming a committee; this committee should include the following two positions: Grad Night Treasurer to track all Grad Night expenses and a Junior Class Parent who will commit to be the following year chair. The chairs are responsible for working with a reputable company and communicating with the Executive Board on that choice. Once a contract is settled and has been signed by the Co-Presidents the Grad Night Chairs will arrange locations, activities, food, transportation, and all other details for the entire night. The chairs must also determine pricing and any fundraising opportunities, arrange for volunteers for bus loading and chaperones, communicate with volunteers/parents/students, stay within budget and leave the required monies for next year's deposits as per the RHS PTSA Standing Rules. The chairs will advertise the program in the summer mailer, during senior assemblies, and on the PTSA website and newsletter.

Senior Sunrise/Sunset Chair: This chair will work with the VP Hospitality, and the VP Volunteers to ensure that all food, volunteer, and donations needs are met for the senior sunrise and the senior sunset.

Special Needs Chair: This chair will work to support the special needs community by attending all monthly Council meetings and reporting information to the RHS PTSA board, membership, and administration. This chair will help the school community to understand and embrace the uniqueness of all individuals, identify and break down barriers and let the PTSA know how they can help to develop and share resources/information/outreach programs available in our community and surrounding communities.

Staff Appreciation Chair: This chair will help to provide special lunches and treats for RHS Staff throughout the year. The chair is responsible for forming a committee and working with the VP Volunteers to contribute food and help with set up and clean up for each staff appreciation event. The chair will work to create sign-ups for donations and advertise this information and planned dates to the staff and the board.

Summer Mailer Chair: This chair will form a committee to work with the board and all chairs to send out all PTSA forms via mail in early August. The chair will be responsible for all communication with the board and chairs regarding forms, sending all forms to the district print shop in a timely manner, getting all forms and envelopes ready for mailing, and taking all envelopes to the Post Office for mailing.

Website/Social Media Chair: This chair will work to ensure that the current technology meets the needs of the PTSA, maintain the website and social media accounts and content and make website updates as requested.