

## ***OFFICERS***

### **PTSA BOARD CO-PRESIDENT**

#### **Primary responsibilities:**

- Chair monthly board meeting and annual general membership meetings, prepare agenda and facilitate meeting, invite and schedule guest speakers.
- Serve as the spokesperson for the RHS PTSA, including speaking at public events and meetings several times each year.
- Prepare PTSA Co-President's letter for the Rider Record; six times per year.
- Meet with the Principal and other school staff on an as-needed basis to discuss issues, events, and PTSA activities.

#### **Secondary responsibilities:**

The Co-Presidents share responsibilities for supporting other Board members and attending and speaking at selected school meetings and events.

#### **Time commitment:**

- 8-10 hours per month
- 1 -2 evening meetings per month

### **PTSA BOARD SECRETARY**

#### **Primary responsibilities:**

- Attend monthly board meeting, compile minutes and action items and forward electronically in a timely manner to all board officers, vice presidents, board representatives and school principal for additions/corrections.
- Forward revised (if applicable) minutes electronically to entire board for review and approval at next meeting.
- Send monthly email meeting reminder electronically to board.
- Maintain PTSA board roster.

#### **Secondary responsibilities:**

Depending on the working relationship established with the PTSA board president and officers, the secretary will assist in an administrative capacity as requested.

#### **Time commitment:**

- 2-5 hours per month
- 1 evening meeting per month

### **PTSA BOARD TREASURER**

#### **Primary responsibilities:**

- The treasurer shall serve as an active participant on the board of directors and executive committee and attend all the meetings of each.
- The treasurer should serve as chair of the budget committee and present the budget to the membership.

- The treasurer should keep an accurate and detailed account, in the books and records of the PTA, of all funds received and all funds disbursed. The treasurer should submit a written monthly financial report at each meeting of the PTA (both general membership and board of directors).

**Secondary responsibilities:**

The treasurer must provide all financial records if requested by the president or members of the board. The treasurer must preserve all vouchers, receipts, bank statements, cancelled checks, and other records, and submit these to the audit committee when requested, or to the board of directors or membership when requested and maintain complete financial records as specified in the records retention timetable.

**Time commitment:**

- 2-5 hours per month
- 1 evening meeting per month

**PTSA BOARD PAST PRESIDENT**

**Primary responsibilities:**

The Past President supports the current year’s co-presidents based on knowledge and experience with the PTSA and RHS administration, assisting with board meetings, policy, and administrative tasks as needed.

**Time commitment:**

- 1 evening meeting per month, plus 1-2 hours per month outside of meetings.

***BOARD REPRESENTATIVES***

**PTSA – SITE COUNCIL LIAISON**

**Primary responsibilities:**

- Attend PTSA and Site Council meetings each month. Ensure active coordination in advocacy initiatives for both groups. Example advocacy initiatives: increases in school budget, six-period days, neighborhood safety, and website development.
- Attend outside meetings (School Board, community meetings) as needed to assist in school advocacy.

**Time commitment:**

- Two school meetings per month (second Wednesday of the month 5:30-7 pm; third Wednesday of the month, 7-9 pm)
- Other meetings as needed.

**INSTRUCTIONAL COUNCIL (IC) PARENT REPRESENTATIVE** The IC participates in the governance of Roosevelt High School, and specifically deals with curriculum and instructional issues. The IC Parent Representative is the voice of parents on this team, which also consists of the principal, and heads of each academic department at Roosevelt.

**Primary Responsibilities:**

- Attend monthly meetings and be a parent voice on the team.

- Attend monthly PTSA Board meetings or send written reports on topics discussed and/or decisions made.
- Gather parent input on topics of interest.

**Time commitment:**

**BUILDING LEADERSHIP TEAM (BLT) PARENT REPRESENTATIVE**

The BLT participates in the governance of Roosevelt High School, considering such topics as staff development, student activities, school goals and school climate. The BLT Parent Representative is the voice of parents on this team, which also consists of the principal, and certificated and classified staff. It's an opportunity to be knowledgeable about the issues facing the school and to represent the opinions of parents.

**Primary Responsibilities:**

- Attend weekly meetings and be a parent voice on the team.
- Attend monthly PTSA Board meetings and report on topics discussed and/or decisions made.

**Secondary Responsibilities:**

- Have the opportunity to serve on one of the standing committees of the BLT, such as budget, Transformation/Academic Achievement, or Technology.
- Gather parent input on various topics that come before the BLT.

**Time commitment:**

- Two-year term, two positions overlap by one year.
- In general, a weekly meeting on Mondays of about 1-1/2 hours.
- 1 PTSA Board Meeting per month, usually on Wednesday evenings.
- Additional time as needed for typing minutes or attending other meetings.

***COMMITTEE VICE PRESIDENTS***

**ORGANIZATION VP**

**Primary responsibilities:**

- Support activities of 1st Day Packets, Membership, Golden Grads Luncheon, Volunteer Database, Roughrider Day, 8th Grade Tours, and No-Bake Bake Sale committee members. This includes meeting with committee members to assist in activity planning, and providing assistance during activities as needed.
- Attend monthly board meeting, present updates from committee members.

**Time commitment:**

- 1-2 hours per month.
- 1 evening meeting per month.

**COMMUNICATIONS VP**

**Primary responsibilities:**

- Support the activities of the Parent Email Bulletin editor/distributor by providing links to RHS, city, and state PTSA activities and publications, and other bulletin items.
- Assist the Rider Record newsletter editor and distributors by assisting with article and topic selection and solicitation, proofreading, and other tasks as needed.
- Support the PTSA RHS Website manager by participating in the website team and coordinating flow of information from PTSA committees.
- Support the activities of the Parent Networking Group coordinator.
- Attend monthly PTSA board meetings and provide updates from committee members.

**Time commitment:**

- 4-6 hours per month.
- One monthly evening PTSA board meeting; one monthly website meeting.

**EDUCATION / PROGRAMS VP**

**Primary responsibilities:**

- Support activities of Special Education SAT Prep Course Liaison, Parent Education Programs, Late Start Activities Coordinator, Reflection program, and mini-grants.
- Attend monthly board meeting, present updates from committee members.

**Time commitment:**

- 2-3 hours per month.
- Mini-grant review and award requires 4-6 hrs per week for one month.

**COMMUNITY RELATIONS VP**

Oversee and report to the PTSA board a wide range of activities and programs geared to help students, faculty and parents interact within and around the greater Roosevelt community. This includes but is not limited to the Roosevelt Neighborhood Association, Golden Acorn Award committee, and the highly successful RHS Foundation.

**Primary responsibilities:**

- Contact and work with representatives of programs under your supervision to solve problems and / or raise awareness of issues facing RHS and our local community.
- Attend monthly PTSA Board meetings to report on topics, issues and questions as raised by the Community Relations team.

**Time commitment:**

- Year to year positions with a minimum of two years preferred
- 1 PTSA Board Meeting per month, usually on Wednesday evenings.
- Additional time as needed for contacting and interacting with team.

**COMMITTEE POSITIONS**

**PTSA MEMBERSHIP CHAIR**

**Primary responsibilities:**

- In June begin working on the letter that goes in the opening day packet with the information on how the PTSA funds are spent, you need to work with the Co-Presidents on the content and they need to sign the letter.

- In August you need to order the membership envelopes to be delivered at least two weeks before school starts.
- The letter and envelope need to be stapled together and delivered to the school to be put in the opening day packets. Check with opening day packet chair for the number needed and when and where they need to be delivered.
- As the envelopes are returned to the school you need to go in once a week in September and October to collect them. You then enter their names and amounts in an excel database and turn in the money to the treasurer after you complete a batch. You also need to enter the members online in the State PTSA membership site. The first dues to the State are due in October and the final total is due in January.

**Secondary responsibilities:**

Attending the Open House at Roosevelt to promote membership and making regular updates in the email bulletin and the Rider Record.

**Time commitment:**

- 8-10 hours over the summer
- 8-10 hours in both September and October
- 2-5 hours November through January

**PTSA WEBSITE MANAGER**

**Primary responsibilities:**

- Maintain and update the PTSA-sponsored RHS website.
- Work with the website team and school faculty and staff, IT staff, administration, PTSA, and ASB to identify, compile, and review necessary materials for updates.
- Coordinate transfer of publication-ready materials for each update to the website professional design firm; schedule updates approximately every month to six weeks during the school year.
- Manage the planning and development of a limited number of new website features each year, within the allocated budget.
- Track direct expenses for website upgrade and report to PTSA board.

**Time commitment:**

- Approximately 8 hours per month for upgrades.
- 2-4 hours per month for website team meeting and other contacts.

**PTSA NEWSLETTER (RIDER RECORD) EDITOR**

**Primary responsibilities:**

Produce six issues of the Rider Record each school year, beginning in August.

- Set themes, solicit articles, edit submittals, format and lay out each issue.
- Deliver publication-ready document to printer.
- Requires good communication (primarily via email) with key authors for each issue.
- Requires high speed email connection.
- Requires working knowledge of Microsoft WORD including formatting and editing features.

**Secondary responsibilities:**

- Coordinate article topics/school calendar with publication date.

- Coordinate delivery of newsletter with printer to distribution team for bulk mailing.

**Time commitment:**

- Flexible hours, working from home.
- No school meetings required.
- 20-30 hours per issue (one issue each six weeks to two months); workload for each issue is concentrated in a two-week period. Publishing schedule is set by the Editor and PTSA Board at the beginning of the year.

**NO-BAKE BAKE SALE COORDINATOR**

**Primary Responsibilities:**

- Plan and manage annual campaign that funds teaching positions at RHS.
- Coordinate with RHS fiscal secretary and PTSA officers to establish annual fund raising goal.
- Coordinate or plan mailing campaign or other measures to solicit donations. To date, this has been done via report card inserts, Rider Record inserts, PTSA parent email, and most significantly, by mailing solicitations with a donation envelope.
- Organize volunteers to assemble mailers and deliver to bulk mail post office.
- From January through early March, pick up donations from RHS office twice a week, copy each one, develop and update spreadsheet of donations, return original check or credit card information to Holly Poulias, RHS Fiscal Secretary for transmittal to the Alliance for Education who manages the funds and generates tax statements. Retain a copy of the donation in the event of future questions. Implement a donor thank-you procedure.
- Write two brief campaign updates for Rider Record.

**Time Commitment:**

- Flexible hours, primarily in the evenings from home, November – early March.
- 10 hours coordination November, 16-24 hours in December, 16 hours in January, 10 hours in February, 4 hours in March.
- From January through early March, requires collection and drop-off of checks at RHS office approximately twice each week. All other activity can be performed at home.

**CLASS PARENT REPRESENTATIVE**

**Primary responsibilities:**

- Plan and manage class events with class officers and advisors, plus activity director.
- Help to direct and assist the class officers in their decision-making processes.
- Freshman - junior years: dances, fundraising events, other school-sponsored events.
- Senior year: fundraising, Prom, Spree, senior class luncheon, and graduation.

**Secondary responsibilities:**

- All years: volunteer opportunities, community-building activities such as Back-to-School potlucks, Spring BBQs, parent parties, etc.

**Time commitment:**

Parent representatives are expected to serve for all 4 years. The class representatives change each year, but the parent representatives don't.

Depending on the activities, time commitment ranges from a minimum of one meeting per month, up to bi-weekly or weekly meetings. As parent class representative, you are also the head chaperone for your class and required to arrange for parent volunteers and attend class-sponsored dances.

### **SCHOOL TOUR PARENT REPRESENTATIVE**

#### **Primary responsibilities:**

Work with the ASR and ASR faculty staff member to help with 8<sup>th</sup> grade tours which typically are held during weekdays and one evening in February. Coordinate parent volunteers who will assist ASR students on tour days.

#### **Time commitment:**

- 2-4 hours in December/January
- 3 hours per tour (there are usually 4 tours) during February

### **SENIOR LUNCHEON COORDINATOR**

#### **Primary responsibilities:**

Coordinate a committee of volunteer parents to plan a lunch for seniors, generally held on the day of morning practice for Commencement. Initial meeting with volunteers is best done in the November timeframe to target and secure the location for the lunch. Duties are easily distributed amongst volunteers and include: Secure the location; arrange catering; work with Ford Production to make slide/music show; sell tickets; arrange bus transportation to/from practice location; meet with class reps to coordinate collecting photos of students and selecting class entertainment; set up and cleanup; decorations (primarily balloons). Attendance for this lunch is subsidized by Class fundraising activities, and exceeds most other Senior activities.

### **GOLDEN GRADS LUNCHEON COORDINATOR (OPEN 2007-2008)**

#### **Primary responsibilities:**

Work with Dr. Beaston to provide special lunch for approximately 10 Golden Grad members in early April. This is a thank you luncheon for their work in helping support and select students for RHS scholarships. Dr. Beaston sets the date and RHS location. Parent volunteer arranges for catered lunch (often from Portage Bay Café) on a modest budget, delivers and sets up the lunch, and returns all non-disposable items to the caterer.

### **SENIOR AWARDS NIGHT COORDINATOR (OPEN 2007-2008)**

#### **Primary responsibilities:**

Coordinate simple refreshments and decorations for Senior Awards Night in early June. Work with Dr. Beaston and the Counseling office to confirm date, venue, tables, other facility needs. Work with parent volunteers to purchase and/or secure donations of food and beverages, supplies, and floral decorations for the event. Coordinate volunteers to set up, serve, take down, and clean up on the evening of the event.

#### **Time commitment:**

- Event is held on a weeknight in early June.
- 8-10 hours coordination and purchasing time during May.
- Set-up, serving, and take-down totals about 3-4 hours.