

BELLEVUE HIGH SCHOOL PTSA COMMITTEE CHAIR JOB DESCRIPTIONS

2026-2027

OVERVIEW FOR ALL CHAIRS

Time Commitment

- Each position on the board is for at least one year but not more than two consecutive years.
- The monthly time commitment provided is for guidance; you may choose to volunteer more.
- If you travel a lot or have an inflexible schedule, serving on the BHS PTSA may not be realistic.

Meetings

- Board members are expected to attend as many of the **in-person** PTSA Board and General Meetings as possible (up to a **total of 11 in-person meetings** across the school year) as noted in each specific job description:
 - **July or August:** Annual PTSA Board Retreat (2-4 hours)
 - **Optional for some positions - Sept/Nov/Jan/April/June:** Bi-monthly PTSA Board meeting (1.5 hours on weekday evening)
 - **Optional for some positions - Sept/Nov/Jan/April/June:** Bi-monthly PTSA General Membership meeting (1 hour on weekday morning)
- For each General Membership meeting, create an update slide for your area (Membership, Teacher Appreciation, I-Connect, etc) and send it to the Co-Presidents at presidents@bellevuehighptsa.com several days in advance.
- Co-Chairs can alternate meetings if work and personal commitments make it challenging to attend every meeting. If you are not able to attend a meeting, please let the Co-Presidents know.
- Per the PTSA Bylaws, if you miss three consecutive meetings without an excused absence from the Co-Presidents, your position will be declared vacant.

Communication

- All positions are unpaid volunteer positions that require consistent communication, follow up, and engagement with other Board members and the larger BHS community. Effective verbal and written communication in English is needed.
- Some Board positions have dedicated gmail accounts that need to be checked regularly so that responses to emails occur within 72 hours.

Eligibility

- Nominees must be a parent or guardian of a student at BHS and also be a **current BHS PTSA member**. Chairs must be PTSA members 15 days prior to the first General Membership meeting.
- We understand that life changes can occur - family, travel, job, moving - that would cause you to resign from your Board position. Please give the Co-Presidents at least 21 days notice.

Training/Transition

- Incoming Board members must fill out and sign the Board Commitment Form and send it to the Secretary for documentation by August 15 before the school year begins.
- A handoff of information, documents, and processes needs to occur between an outgoing Board member and their incoming replacement - and if applicable, the other Board member who will continue for their second year - during the summer.

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Website/Social Media - bhsptsaweb@bhsptsa.com

- Working with Co-Presidents and Board, update PTSA website to reflect upcoming school year information by August 15.
- Actively maintain PTSA website to coordinate with the Blast and other updates as needed.
- Actively maintain social media accounts (Instagram, Facebook) to coordinate with weekly Blast and any Special Editions as needed. Post at least once a week on social media, particularly around the Membership drive, the Make An Impact fundraiser, PTSA General meetings, and deadlines for PTSA sponsored events like Reflections and Wolverine Guard.
- Update Legislative webpage after WSPTA Legislative Assembly takes place in October.
- Update Fundraising Donor Honor Roll weekly for Make An Impact campaign (Oct-Jan).

Meetings to attend:

- Annual PTSA Board Retreat (2-4 hours; July or August)
- Optional: Bi-monthly PTSA Board meetings (1.5 hours on weekday evening; September, November, January, April, June)
- Optional: Bi-monthly PTSA General Membership Meeting (1 hour on weekday morning; September, November, January, April, June)

Time Commitment Per Month: 4 hours

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Membership Chair - membership@bellevuehighptsa.com

- Set a yearly membership goal.
- Plan membership campaigns and prepare campaign materials.
 - Fall campaign: Aug 15 - October 15
 - Curriculum Night campaign
- Manage the Givebacks portal and membership packet for the new school year.
 - Maintain accurate membership records. For example, if someone needs to update their emails.
- Update and manage the online membership directory 'Directory Spot'. (There is no traditional hardcopy PTA member directory.)

Meetings to attend:

- Annual PTSA Board Retreat (2-4 hours; July or August)
- Bi-monthly PTSA Board meeting (1.5 hours on weekday evening; September, November, January, April, June)
- Bi-monthly PTSA General Membership Meeting (1 hour on weekday morning; September, November, January, April, June)
- For new Co-Chairs: Washington State PTA Membership Training (1 hour - virtual)

Time Commitment Per Month: **6 - 8 hours**

Busy Time: Aug-Dec

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Staff Appreciation

- Create welcoming and inclusive events for all BHS staff which includes teachers, administrators, coaches, custodians, and all employees of the Bellevue School District who are on the BHS campus.
- Coordinate with BHS Office Manager/Faculty to schedule date, time, and location of all events at the beginning of the school year in August/September.
- Schedule Staff Luncheon for:
 - August - the week before school starts;
 - October;
 - December;
 - February;
 - May (Teacher Appreciation Week);
 - June - Last day of school;
- Manage expenses to stay within the annual Staff Appreciation budget set by the BHS PTSA Board.
- Plan & prepare luncheons; shop for supplies/food/decorations. Be willing and able to effectively communicate with community partners (restaurants, etc.) to secure donations.
- Organize volunteers and donations via signupgenius. Be willing to take a brief online class to secure Washington State Dept of Health food worker card. This is required when serving meals.
- Send message to the Blast to secure volunteers and donations for each luncheon.
- Organize other Staff Appreciation events as needed and as budget allows.

Meetings to attend:

- Annual PTSA Board Retreat (2-4 hours; July or August)
- Optional: Bi-monthly PTSA Board meetings (1.5 hours on weekday evening; September, November, January, April, June)
- Bi-monthly PTSA General Membership Meeting (1 hour on weekday morning; September, November, January, April, June)

Time Commitment Per Month: 6 - 8 hours

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I-Connect

- Create welcoming, inclusive, and informative events for parents and caregivers of current students.
- Plan speakers, panels, community service events, and tours throughout the school year.
- Reserve space at BHS - library or classroom or PAC.
- Advertise upcoming events through the Blast and Principal's newsletter.
- Moderate event including ice breaker, introduction, and Q&A.
- Coordinate to provide coffee at morning events.

Meetings to attend:

- Annual PTSA Board Retreat (2-4 hours; July or August)
- Optional: Bi-monthly PTSA Board meetings (1.5 hours on weekday evening; September, November, January, April, June)
- Bi-monthly PTSA General Membership Meeting (1 hour on weekday morning; September, November, January, April, June)
- 6-8 events per school year
- Planning meeting with Principal

Time Commitment Per Month: 5-10 hours

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Bellevue Schools Foundation (BSF) Representative

- Serve as a liaison between BHS PTSA and BSF
- Promoting BSF Events
- Host a table for SFS

Meetings to attend:

- Annual PTSA Board Retreat (2-4 hours; July or August)
- Optional: Bi-monthly PTSA Board meetings (1.5 hours on weekday evening; September, November, January, April, June)
- Optional: Bi-monthly PTSA General Membership Meeting (1 hour on weekday morning; September, November, January, April, June)

Time Commitment Per Month: 4 hours

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Multi-Language and International Principal's Coffee (MLPC)

- Have welcoming and informative coffee chats for our international language parents and caregivers.
- Work with BHS Staff to schedule bi-monthly meetings in the BHS Library with the Principal.
- Work to gather topics of interest from the community, share topics and provide feedback with the Principal during the planning meeting.
- Advertise upcoming events in the community via the Blast, Principal's newsletter, and other communication channels.
- Identify hosts for each language table - Japanese, Korean, Mandarin - to help with translation during the event.
- Coordinate to order and provide coffee at each event.
- Determine need for other languages to be represented as the BHS community evolves.

Meetings to attend:

- Annual PTSA Board Retreat (2-4 hours; July or August)
- Optional: Bi-monthly PTSA Board meetings (1.5 hours on weekday evening; September, November, January, April, June)
- Bi-monthly PTSA General Membership Meeting (1 hour on weekday morning; September, November, January, April, June)
- 4 Planning meetings with Principal per school year (1-2 hours per meeting)
- 4 MLPC meetings per school year (1.5 hours per meeting)

Time Commitment Per Month: 3 - 5 hours

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Legislative Representative

- Represent BHS at the 2-day annual WA State Legislative Assembly in October in Olympia, WA.
- Update BHS PTSA 'Legislative Activities' page after WA state legislative assembly takes place.
- Attend Focus Day in January in Olympia, WA or online.
- Inform and empower BHS PTSA members about local issues impacting your students, staff, and community.
- Sign up for and share WSPTA Action Alerts with BHS PTSA members.
- Share advocacy updates and each Board and General Membership meeting.
- Familiarize yourself with the WSPTA advocacy resources on their website.
- Share Council and State advocacy information in the Blast, social media, and website.
- Make sure the BHS PTSA has an appropriate budget for advocacy including attendance at the WSPTA Legislative Assembly and Focus Day.
- Encourage BHS PTSA members to register to vote and vote in all elections.
- Engage current BHS students in your PTSA and advocacy work to represent their voice.

Meetings to attend:

- Annual PTSA Board Retreat (2-4 hours; July or August)
- Annual WSPTA Legislative Assembly (2 days in Olympia, WA in October)
- Annual Focus Day (1 day in Olympia, WA or online)
- Bi-monthly PTSA Board meetings (1.5 hours on weekday evening; September, November, January, April, June)
- Bi-monthly PTSA General Membership Meeting (1 hour on weekday morning; September, November, January, April, June)

Time Commitment Per Month: 2 hours
Busy Time: October, 15 hours

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Reflections - reflections@bellevuehighptsa.com

- Register BHS PTSA with National PTA.
- Prepare a BHS student entry form online and a word file containing the web contents.
- Contact the BHS PTSA website chairs to update the BHS Reflections webpage information.
- Contact the BHS Blast to post the Reflections announcement to the weekly Blast. The Reflections chairs need to create content for the blurb and send it to the Blast.
- Collect student artwork via online submission.
- Recruit and train judges, including review of score sheets.
- Submit selected artwork to the Bellevue District level within the required timeline.
- Announce BHS results in January via the Blast and email to each student.
- Announce District and State level results as they are released in winter/spring.

Meetings to attend:

- WA PTA Annual Learning Session around end of August
- Bellevue Council PTA Reflections orientation around mid-September
- Optional - Bi-monthly PTSA General Membership Meeting (1 hour on weekday morning; September, November, January)

Time Commitment Per Month: 6-8 hours
Busy Times: Sept - November

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Grants Committee - grants@bellevuehighptsa.com

- Request participants from PTSA Board and community for Grants Advisory and Grants Allocation Committees
- Communicate and promote the grant process in the Blast
- Prepare grant packages
- Organize and meet with Advisory Committee to review applications
- Organize and meet with Allocation Committee to determine which grants are approved and for how much
- Announce grants
- If necessary, oversee grant appeals process
- With exception of Allocation Committee selection, all above actions occur in Fall and Spring.

Meetings to attend:

- Annual PTSA Board Retreat (2-4 hours; July or August)
- Bi-monthly PTSA board meetings (1.5 hours on weekday evening; September, November, January, April, June)
- Bi-monthly PTSA General Membership Meeting (1 hour on weekday morning; September, November, January, April, June)
- Meet with Principal and Athletic Director as needed
- Fall Grants Committee Meeting (2 hours, November)
- Falls Grants Allocation Meeting (2 hours, November)
- Spring Grants Committee Meeting (2 hours, March)
- Spring Grants Allocation Meeting (2 hours, March)

Time Commitment Per Month: 2-4 hours; 6-8 hours during week of advisory/allocation meetings
Busy Time: November & April

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Wolverine Guard - wolverineguard@bellevuehighptsa.com

- Promote Wolverine Guard to BHS students in the fall
- Contact the BHS Blast Editors to post Wolverine Guard announcement to the weekly blast. The chairs need to create contents for the blurb and share it with the Blast chairs. Updates should be provided regularly.
- Monitor and answer emails sent to Wolverine Guard.
- Maintain Wolverine Guard applications online in spreadsheet.
- Maintain Wolverine Guard approved organizations list online in spreadsheet.
- Review WG applications, make sure hours and organizations meet requirements.
- Provide list of recipients to BHS front office for graduation cord order.
- Make WG certificates and email to recipients of WG awards.

Meetings to attend:

- Annual PTSA Board Retreat (2-4 hours; July or August)
- Optional: Bi-monthly PTSA Board meeting (1.5 hours on weekday evening; January, April, June)
- Optional: Bi-monthly PTSA General Membership Meeting (1 hour on weekday morning; January, April, June)
- Any Wolverine Guard committee meetings

Time Commitment Per Month: 15-20 hours
Busy Times: March-May

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Awards Committee

- Send out message to Blast newsletter to open the nomination period in April.
- Collect nomination emails and compile into a document.
- Discuss the nominations during a Board meeting and decide on the winners.
- Order certificates and pins for the winners from online portal (allow at least 6 weeks for them to arrive)
- Present the awards at the last General PTSA Meeting in June.
- Send another message to Blast to announce the award winners and report on the award ceremony.

Meetings to attend:

- Annual PTSA Board Retreat (2-4 hours; July or August)
- Bi-monthly PTSA Board meetings (1.5 hours on weekday evening; April, June)
- Bi-monthly PTSA General Membership Meeting (1 hour on weekday morning; April, June)
- Planning meeting with Principal

Time Commitment Per Month: 2 - 3 hours

Busy Time: March- June

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Nominating Committee
<ul style="list-style-type: none">● Send out message to Blast newsletter to open the nomination period in March.● Collect nomination names, emails, and references and compile into a document.● Discuss the nominations during a Board meeting and decide on the incoming Board members and Co-Chairs.● Congratulate the incoming Board members and Co-Chairs via email.● Send a message to Blast to announce new Board members and Co-Chairs to the BHS community. <p><u>Meetings to attend:</u></p> <ul style="list-style-type: none">● Annual PTSA Board Retreat (2-4 hours; July or August)● Bi-monthly PTSA board meetings (1.5 hours on weekday evening; January, April, June)● Bi-monthly PTSA General Membership Meeting (1 hour on weekday morning; January, April, June)● Planning meeting with Current PTSA Co-Presidents and Executive Board in Jan/Feb
<p style="text-align: right;">Time Commitment Per Month: 4-5 hours Busy Time: Feb-June</p>