

BELLEVUE HIGH SCHOOL PTSA EXECUTIVE BOARD JOB DESCRIPTIONS

2026-2027

OVERVIEW

Time Commitment

- Each position on the Board is for at least one year but not more than two consecutive years. Positions with two individuals - President, Treasurer, VP of Communications, VP of Fundraising - are *ideally* for two years.
- The monthly time commitment provided is for guidance; you may choose to volunteer more time than indicated.
- If you travel a lot or have an inflexible schedule, serving on the BHS PTSA may not be realistic.

Meetings

- All Exec Board members are expected to attend as many of the **in-person** PTSA Board and General Meetings as possible (a **total of 11 in-person meetings** across the school year):
 - **July or August:** Annual PTSA Board Retreat (2-4 hours)
 - **Sept/Nov/Jan/April/June:** Bi-monthly PTSA Board meeting (1.5 hours weekday evening)
 - **Sept/Nov/Jan/April/June:** Bi-monthly PTSA General Membership mtg (1 hour weekday morning)
- You and your Co-Chair need to make an effort to attend every meeting. Co-Chairs can alternate meetings if work and personal commitments make it challenging to attend every meeting.
- If you are unable to attend a meeting, you must receive permission in advance from the Co-Presidents to be excused from the meeting.
- 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 Exec Board members and the larger BHS community. Effective verbal and written communication in English is needed.
- All Exec 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 PTSA member. BHS staff are also eligible to serve on the executive board.
- We understand that life changes can occur - family, travel, job, moving - that would cause you to resign from your Exec Board position. Please give the Co-Presidents at least 21 days in advance so that a replacement can be found.

Training/Transition

- Incoming Exec 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 Executive Board member, their incoming replacement and the other Exec Board member who will continue for their second year during the summer before the school year begins.

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President (shared by 2 Co-Presidents)

- Be a liaison between the BHS PTSA and the BHS Principal, Staff, Parents, and Bellevue Council.
- Lead all PTA board and general membership meetings or designate a leading officer; plan meeting agendas with input and slides from other officers, committee chairs, directors and membership.
- Be familiar with the WSPTA Uniform Bylaws, BHS PTSA Standing Rules, and BHS PTSA Mission and Goals.
- Be knowledgeable of basic parliamentary procedures using Robert Rules.
- Meet monthly with the BHS Principal and Administration to identify school needs in support of developing the annual PTSA budget.
- Share questions, concerns, and information from the BHS Community with the Principal and Administration.
- Maintain confidentiality on student and staff related issues.
- Manage board member roster in Givebacks.
- Support Committee Chairs with guidance about their roles and responsibilities, with regular check-ins throughout the year.
- Change passwords to all online accounts or use a password manager to maintain security of accounts.
- Promote a positive image of the BHS PTSA to the school community.
- Represent BHS PTSA and present PTSA slides at key events: Freshman Parent Orientation (August), Curriculum Night (September), and Open House for 8th Grade Parents (January).

Meetings to attend:

- Annual PTSA Board Retreat (2-4 hours; July or August)
- Principals training lunch session over summer (2 hours)
- Annual transfer of signatures at bank (1 hour)
- Monthly meeting with Principal (30 minutes; September - June)
- Monthly Bellevue PTSA Council meeting (2 hours; August - June; or designate a presiding officer)
- Bi-monthly PTSA Board meeting (1.5 hours; September, November, January, April, June)
- Bi-monthly PTSA General Membership Meeting (1 hour; September, November, January, April, June)
- Attend at least one mandatory training by end of September as required in the WSPTA Uniform Bylaws to remain in good standing. (1-2 hours)

Time Commitment Per Month: **20-30 hours**

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Secretary

- Schedule all board and general membership meetings after conferring with Principal and Presidents, work with school staff to reserve meeting rooms/library as necessary.
- Use effective verbal and written communication in English to support PTSA meetings by taking notes at all PTA meetings and developing the meeting minutes.
- Determine if a quorum is present at meetings, keep attendance sheets, and call a meeting to order in the absence of the president.
- Seek approval and revisions to the minutes at each following meeting. Post unapproved and approved minutes as established by the Executive Committee.
- Be knowledgeable of basic parliamentary procedure.
- Send email reminders for the Executive Committee and Board of Directors meetings.
- Submit General Meeting blurb to the Blast editors two weeks before the meeting date to inform the BHS community of an upcoming meeting.
- House all of the records for the PTA either at home or in the PTA office at the school.
- House all digital documents in the BHS PTSA Google Drive folders.
- Keep one copy of the PTA legal documents.
- Keep a roster of all committee chairpersons, board positions, and executive committee members.

Meetings to attend:

- Annual PTSA Board Retreat (2-4 hours; July or August)
- Bi-monthly PTSA Board meeting (1.5 hours; September, November, January, April, June)
- Bi-monthly PTSA General Membership Meeting (1 hour; September, November, January, April, June)
- Attend at least one mandatory training by end of September as required in the WSPTA Uniform Bylaws to remain in good standing. (1-2 hours)

Time Commitment Per Month: 4-6 hours

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Treasurer (shared by 2 Co-Treasurers, Accounts Receivable and Accounts Payable)

Accounts Receivable

- Collect and deposit all monies raised by the PTA. Disburse monies according to the approved annual budget.
- Reconcile all bank accounts on a monthly basis.
- Maintain Paypal/Benevity accounts.
- Keep accurate and detailed records of all deposits in MoneyMinder.
- Submit a monthly financial report to the Executive Committee and general membership.
- Actively manage corporate matching accounts and requests.

Accounts Payable

- Process checks for reimbursement of expenses per the budget and grant payments
- Keep accurate and detailed records of all payments in MoneyMinder
- Maintain online bank account
- File annual corporation report, annual charitable solicitation report and quarterly gambling license reports (raffle sales) with the State of Washington.
- File annual IRS form 990 or equivalent, and forms W-2 or 1099-Misc. tax statements when applicable.
- Ensure the appropriate levels of liability and property insurance are purchased annually.
- Submit payments to Council, Regional and State PTA organizations, including membership fees and scholarship funds.
- Actively monitor PTSA financial instruments to maximize interest income.
- Convene a financial review committee as established in the WSPTA Standing Rules for a mid-year and end of year financial review of AP & AR processes.
- Ensure payment for all elected officers to attend mandatory annual trainings as provided by the WSPTA, inclusive of PTA and the Law.

Meetings to attend:

- Annual PTSA Board Retreat (2-4 hours; July or August)
- Bi-monthly PTSA board meetings (1.5 hours; September, November, January, April, June)
- Bi-monthly PTSA General Membership Meeting (1 hour; September, November, January, April, June)
- Bi-annual financial reviews (4 hours – February and June)
- Annual transfer of signatures at bank (1 hour)
- Attend at least one mandatory training by September as required in the WSPTA Uniform Bylaws to remain in good standing. (1-2 hours)

Time Commitment Per Month: 8-10 hours

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Vice President of Communications (share by 2 Co-VPs)

- Coordinate the timely dissemination of PTSA information via the weekly Bellevue Blast, PTSA website, and other media as determined by the Executive Committee, with input from board members, committee chairs, school staff and general membership.
- Coordinate the dissemination of Special Editions of the Blast as needed
- Coordinate with translation groups (Chinese, Japanese, Korean, Spanish) to support timely translation of weekly Blast

Meetings to attend:

- Annual PTSA Board Retreat (2-4 hours; July or August)
- Bi-monthly PTSA Board meetings (1.5 hours; September, November, January, April, June)
- Bi-monthly PTSA General Membership Meeting (1 hour; September, November, January, April, June)
- Attend at least one mandatory training by end of September as required in the WSPTA Uniform Bylaws to remain in good standing.

Time Commitment Per Month: 10-15 hours

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Vice President of Fundraising (share by 2 Co-VPs)

- Coordinate the planning and execution of approved fundraising activities with the PTSA Board.
- Run annual fall Make an Impact fundraiser online from Oct 1-Dec 31.
- Submit fundraising blurb to Principal to be included in Principal's weekly newsletter in early October.
- Tally weekly donations from Paypal, Benevity, and checks/other, including corporate matching.
- Submit weekly fundraising update to the Blast from Oct-Dec.
- Submit weekly Donor Honor Roll names update to PTSA webmaster from Oct-Jan.
- Monitor income and expenditure against budgets and the targets.
- Send out tax receipts to all donors in January.
- Review the effectiveness of existing fundraising programs and recommend on whether to continue them.
- Oversee corporate fundraising, including employee giving and matched giving from employers.
- Investigate and develop new fundraising programs as needed, including local business sponsorship.

Meetings to attend:

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- Attend at least one mandatory training by September as required in the WSPTA Uniform Bylaws to remain in good standing. (1 -2 hours)

Time Commitment Per Month: 8-10 hours