



Central Kitsap Middle School PTA Board Positions

Executive Committee

The executive committee is elected by the general membership and is responsible for the operations of the PTA under the bylaws of the WA State PTA and the CKMS PTA Standing Rules. The WA State PTA requires elected members to attend certain leadership training classes in order to remain in good standing.

Executive Committee consists of:

- President
- Vice President
- Secretary
- Treasurer

Board of Directors/Committee Chairs

The Board of Directors holds fiduciary responsibility for CKMS PTA

Board of Directors will include (but not necessarily be limited to) the following:

- Executive Committee
- Membership Chair
- Fundraising Chair
- Reflections Chair
- Advocacy/Legislative
- Communications Chair – Newsletter, Website, and Social Media
- Volunteer Chair
- Hospitality/All School Events
- 8th Grade Dance Chair
- Staff Appreciation Chair
- Cares/Backpack for Kids Chair
- Book Fair Chair
- Lunchtime Walkabout Chair
- Staff Appreciation Chair

President

The president is responsible for the operations of the PTA in accordance with the WA State PTA Uniform Bylaws and the Central Kitsap Middle School PTA Standing Rules.

The president presides at all executive, board of director and general PTA meetings. The president prepares the agenda for meetings, with input from others.

The President is also the official spokesperson for the CKMS PTA and should always represent the association in the best possible way.

Other responsibilities include:

- Reaching out to involve all parents/community members in CKMS PTA.
- Fill vacancies on the Board of Directors and in other volunteer positions, with input from executive committee.
- Ensure good communication throughout CKMS PTA.
- Meet regularly and work closely with CKMS Principal.
- Communicate with, support, and empower PTA volunteers.
- Ensure that PTA books are audited at year-end.
- Work closely with CKMS ASB Leadership and ASB Secretary
- Attend CKPTSA Council meetings and/or make sure a delegate from the Exec board attends monthly.
- Attend annual leadership training.

See the WA State PTA President/Vice-President Leadership Packet for more information.

Vice-President

The vice president will stand in for the president if the president is unavailable or in the event the president steps down.

Other responsibilities are specific and adaptable to each year and may include helping with some of the President responsibilities. The Vice-President will participate in all CKMS meetings (exec and general membership) and can be committee chairman as needed. The VP will assist in all areas where needed.

The VP needs to also attend annual WSPTA training.

See the WA State PTA President/Vice-President Leadership Packet for more information.

Treasurer

The Treasurer collects and deposits all monies raised by the CKMS PTA, and disburses the same according to the approved yearly budget and spends approved by the Board of Directors.

The Treasurer takes any non-approved reimbursement requests to the Exec Committee, Board or General Assembly as outlined in the CKMS PTA Standing Rules.

The Treasurer is responsible for keeping accurate and detailed records of all transactions.

The Treasurer sits on the Board of Directors and Executive Committee and reports at each meeting. He/she is responsible for presenting any requested modifications to the approved yearly budget and updating approved changes, according to the Washington State PTA Uniform Bylaws.

The Treasurer balances all bank accounts monthly, and submits duplicate bank statements to a non-signor on the Executive Committee for review and approval.

Other responsibilities include:

- Submit payments to Council, Regional and State PTA organizations, including membership fees and scholarship funds. (All payments are setup for automatic withdrawal and must only be monitored.)
- File 1099-Misc. tax statements for sub-contractors employed by the PTA, if applicable (i.e., chess coaches, etc.).
- Monitor the PTA mailbox as necessary.
- Submit books for mid-year audit in January (if necessary).
- Close the books and submit for end-of year audit at the end of fiscal year (June).
- File annual 990 tax form with the IRS.
- Ensure the appropriate levels of liability/property insurance are purchased annually.
- File periodic reporting with the WA State Gambling Commission IF the PTA maintains gambling licenses for raffles, etc.
- Actively manage Charitable Contribution correspondence to maximize Corporate Matching income. Volunteer Requirements:
- 3 hours per week in September; fewer during the rest of the year.
- Attend WA State PTA training courses: "PTA & The Law" and "Money Matters".

See the WA State PTA Treasurer Leadership Packet for more information.

Secretary

The Secretary shall take notes for all PTA meetings (about one per month, some months will have two):

- General Membership Meetings
- Board of Directors/Executive Committee

Other responsibilities include:

- Send email reminders for Exec Committee and Board of Directors meetings.
- Catalogue all of the meeting minutes in notebooks.
- Be familiar with the Standing Rules for the PTA in case of questions.
- House all of the records for the PTA either at home or filed in the PTA office at the school.
- Keep the notebook with all the legal documents readily accessible.
- Attend annual WSPTA training.

See the WA State PTA Secretary Leadership Packet for more information.

Membership Chair

Membership/Directory will obtain information from the WA State PTA about membership and communicate the value of PTA membership via newsletter, website and meetings.

Responsibilities include:

- Serve on the Board of Directors (approx. 1 meeting per month).
- Advertise and communicate key information about membership in CKMS PTA.
- Set up a mode (paper form, PTA website) to collect membership information (name, address, email, etc.).
- Collect membership fees and pass funds along to the Treasurer.
- Enter members in the WA State PTA database (MemberPlanet).
- Prepare and distribute a CKMS PTA directory (electronically) at the beginning of the school year.

See the WA State PTA Membership Leadership Packet for more information.

Reflections Chair

Reflections will obtain information from the WA State PTA about the year's Reflections theme, deadlines, etc. in order to run the Reflections program for the CKMS PTA.

Responsibilities include:

- Serve on the Board of Directors (approx. 1 meeting per month).
- Join the WSPTA Reflections listserv to receive important updated information from the WA State PTA Reflections chair, network with other chairs, and be notified of state award recipients.
- Advertise and communicate key information about the Reflections program to all students at CKMS.
- Set up a collection area at CKMS for Reflections submissions.
- Establish a committee to review and judge submissions and select those that will move on to the CK Council PTA level.
- Determine local unit awards.
- Attend Council awards ceremony along with CKMS staff member.

See the WA State PTA Reflections Handbook for more information.

Fundraising Chair

Fundraising will work to develop and plan fundraising activities. This person will work to build relationships and explore new fundraising ideas. (Recent fundraising activities have included, MOD Pizza takeover, Applebee's Pancake Breakfast, Skippers Takeover, BluBerry Takeover.)

Responsibilities include:

- Serve on the Board of Directors (approx. 1 meeting per month).
- Play a key role in building a fundraising plan for the PTA
- Balance time/cost/effort to focus efforts upon the most appropriate and efficient fundraising activities with the highest chance of success
- Raise awareness of the PTA
- Look at the possibility of getting grants when criteria match the PTA

Communications Chair

Assist the PTA president in writing and distributing a PTA Newsletter (approximately 1 times per month), maintain/update the PTA website, and maintain social media (FaceBook, Intragram) pages for CKMS PTA. Serve on the Board of Directors (approx. 1 meeting per month).

Volunteer Chair

Communicate volunteer needs and assist in finding volunteers.
Manage spreadsheet of current CKMS Volunteers.
Make sure all volunteers at CKMS have current background check on file with CK School District.
Work closely with principal, office manager and PTA president.
Serve on the Board of Directors (approx. 1 meeting per month).

Staff Appreciation Chair

Manage events to celebrate CKMS staff. Coordinate food items and volunteers for these events. Generally, these occur every other month during lunchtime.

Lunchtime Walkabout Chair

Maintains current list of walkabout volunteers and schedules shifts for those to maintain volunteer coverage at CKMS during lunch period.

Book Fair Chair

Manages annual Scholastic Book Fair. Works closely with CKMS Librarian to schedule dates, times, delivery, setup, and takedown. Organizes volunteers to run book fair, setup, and takedown. Works with Treasurer in dealing with funds from book fair.

CARES/ Backpack for Kids Chair

Manage donation program to help support CKMS students in need. Donations help provide items such as backpacks, school supplies as well as holiday gifts for students and families in need within the CKMS community. Coordinate volunteers to shop for items and assist where necessary.

Manage Backpack program food pickup weekly that provides weekend meals for students in need. (Backpacks with food are handed out by CKMS Counselors. CKMS PTA picks up food from Fairview Middle and delivers food to CKMS weekly and brings donated food from annual food drive to Fairview Middle School.)

8th Grade Celebration Chair

Plan, organize, and manage end of year dance and celebration event for outgoing 8th graders. Work close with Exec board and CKMS staff in planning event and generating volunteers to assist.

Advocacy/Legislative Job Description

Advocacy/Legislative will stay informed of WA State PTA legislative priorities and what is happening in the legislature during session. Keep informed about policies and issues within the school district.

Pass along information to CKMS members (via newsletters, website, and meetings).

Serve on the Board of Directors (approx. 1 meeting per month).

See the WA State PTA Advocacy/Legislative Leadership Packet for more information.