



**CHIEF SEALTH
INTERNATIONAL
HIGH SCHOOL**

PTSA[®]
everychild.one voice.[®]

October 2020

Outline of CSI PTSA Executive Board positions for Chief Sealth Int HS PTSA and requirements by State and National PTA organizations.

All PTSA Board positions require the following; Paid Membership to PTSA. One Board Meeting a month, plus a minimum of 4 General Meetings a year. One Sanctioned training per member, per year.

President, 2 yr Term;

Plan board and general meeting, lead the meetings, make an agenda for meetings, signer of checks, documents and contracts.

Attend at least 1 PTSA seminar/meeting

Approx time commitment per month- 2 to 8 hrs depending on time of year. Can be divided between two co-presidents.

Vice President, 2yr Term;

Work with the President and other board members to distribute email communications and other correspondence as it pertains to our CSI community.

Run meetings in the absence of the President and/or Co-President. Work with the varying committees for their support, ex: Communications Chair, Fundraising and Teacher Appreciation Committees. To help provide a PTSA representative at School functions, ex: Multicultural Night and CSI Open Houses.

To become the third signer on the checking account.

Approx time commitment per month- 2 to 8 hrs depending on time of year

Treasurer, 2yr Term;

The treasurer pays bills and makes deposits and then tracks income and expenses in the Money Minder accounting software throughout the month. They also pick up the mail at school 2-4 times a month so they can promptly deposit checks and pay bills. Prior to the Board meeting, they reconcile Money Minder to the bank statement and then runs the Treasurer's report to review it at the meeting. All of these tasks combined take 1-2 hours a month plus meeting time (2 hours a month for Board and 2 hours per quarter for General meetings). In October of each year, they process the WA State Annual report and the Federal 990-N postcard (combined less than an hour a year). This position is split between two co-treasurers, for the 2021-22 Academic year. One handles the mail, deposits and communications and the other handles the bill payments, bank reconciliations, and reporting however this can easily be done by one person.

Approx time commitment per month- 2-6 hours depending on time of year

Secretary, 2yr term;

Attend all board and general meetings and take notes. Use an agenda sent by the president to take detailed notes on each agenda item. Send out notes to the board soon after the meeting.

Check over the monthly bank statement at the monthly meetings to make sure everything looks in order and nothing seems unusual. Sign off on the bank statement.

Approx Time Commitment: 2-4 a month depending on time of year.

Membership, 2yr Term;

Work with the board to advertise membership. To input new members into the Membership Planet Software. To attend meetings as a representative of the PTSA. Approx Time Commitment: 2-4 a month, More Time in the Fall when Membership is going on, less time as the year advances.

Official WA ST PTA <https://www.wastatepta.org/pta-leaders/leader-resources/membership-database/>

What All PT(S)A are required to do:

<https://www.wastatepta.org/wp-content/uploads/2020/08/2020-21-Deadline-Dates-FINAL.pdf>

Volunteer

The list of needs a volunteer can fill is endless and the special talents of volunteers cannot be purchased. Every community has available talent and resources that will benefit the PTA and, in turn, the students. People will be more supportive of public education when asked to share some of their time as volunteers. A volunteer can be many things: a role model for students, an extra pair of hands to help teachers or staff, and a liaison between the school and community.

Who Can Be a Volunteer?

Working parents, stay-at-home parents, young adults, grandparents—basically anyone can be an invaluable PTA volunteer. The volunteer does not have to be a college graduate and can be young or middle-aged, work outside the home or within the home, or be retired.

What Skills Are Required?

While there is always a need for those with expertise in a given area such as communications, marketing, social media, legislation, etc., any volunteer with a desire to learn new skills who is willing to actively participate and follow through is welcome to submit an application.

Why Do People Volunteer?

Most people will volunteer because they have specifically been asked. And, of course, many will volunteer for fun and socialization.

In addition, many people volunteer with PTA to:

- Feel needed
- Learn something new
- Explore a career
- Get to know a community
- Help someone
- Gain a skill
- Test themselves
- Become an “insider”
- Test leadership skills
- Have a sense of purpose
- Keep busy

- Feel good
- Have an impact
- Be part of a team
- Make new friends
- Share a skill/talent
- Gain status
- Demonstrate commitment to a cause
- Do one's duty
- Keep skills alive
- Fill a gap
- Have an excuse to do something they love
- See that resources are well allocated
- Be a watchdog
- Because there is no one else to do it
- Have an alternative to giving money
- Take Action, It's Time to Get Involved

Whatever your reasons for wanting to volunteer, we welcome any member to apply for an executive board or committee position, with the CSI PTSA. We welcome you. We NEED you.

Please contact Chief Sealth PTSA at chiefsealthptsa@gmail.com