



President

Responsible for the overall management of the PTSA

Approximately 2-10hrs weekly time commitment depending on the week/month

Direct Duties:

- Lead the PTSA toward the specific goals approved by the membership
- Meet bi-weekly with the administration team or as needed
- Set the agenda for all PTSA meetings Plan and lead monthly Board of Directors meetings
- Plan and lead Four General Membership meetings
- Be aware of and utilize resources from Lake Washington School District (LWSD) PTSA Council, State PTSA, and National PTSA
- Review and update Standing Rules as needed
- Complete Standards of Affiliation Agreement each year
- Sign all binding agreements with third-party vendors and outside contractors
- Attend monthly LWSD PTSA Council meetings or send a delegate in his/her place
- Invite delegates to attend PTSA Founder's Day Luncheon
- Work to create and maintain the annual budget
- Maintain a record of all board passwords
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- Be aware of key dates, deadlines, and priorities for the school and PTSA.
- Disseminate and communicate all information received that is pertinent to PTSA programs and committees
- Monitor and provide assistance to various committees
- Answer emails in a timely fashion with no more than 48hrs passing without a check in
- Work with the current and incoming Board of Directors to create a PTSA event schedule for the following year

Committee Oversight:

- Prep Day Packet preparation
- Approve all grants and special funding requests
- Staff "Welcome Back" luncheon
- Staff "Working Breakfast" with welcome statement
- 6th Grade / New Family Brunch or welcome event
- Nominating Committee

Committee Participation:

- Financial Review as needed
- PTSA Awards
- Alumni Scholarships
- Nominating Committee (as advisor only)

Required Activities:

- Attend monthly board meetings (approximately 2 hours/month)
- Attend General Membership Meetings (4-5/school year)
- Attend required training (approximately 2 hours)

For more details or questions, email president@fhmspts.org