

President

Commitment Level:  10-15 hours per week

Requirements:

1. Must be PTSA member (\$12/school year) at least 30 days prior to your election.
2. Must be cleared to volunteer in the Kent School District. This must be completed every school year.
3. Must attend monthly PTSA board meetings typically held the 2nd Monday of each month.
4. Each board member shall be a member in good standing of the PTSA prior to assuming the roles and responsibilities of the position.

Training:

1. You will be primarily trained by the former president.
2. You are required to attend 1 Washington State PTA sponsored training per school year. These are provided free of charge. Additional trainings are provided by the Kent Area Council PTA on a regular basis throughout the school year.

Responsibilities:

1. Presides over both monthly board meetings and bi-yearly general membership meetings. Sets the agenda for meetings to ensure smooth operation of the board and PTSA.
2. Serves as spokesperson for the PTSA.
3. Is a signer on all PTSA bank accounts.
4. Ensures PTSA representation at the Kent Area Council meetings, either by attending or delegating attendance. Serves as a liaison between the Kent Area Council and the local PTSA.
5. Communicates information.

Responsibilities of all Executive Board Members (President, VP, Secretary, and Treasurer):

1. Appoints all board members and chairpersons for a term of one (1) year, which can be extended.
2. Appoints a non-signer to review and sign the monthly bank statement.
3. Reviews and revises, if necessary, the standing rules annually. Standing rules are approved annually by the general membership at the first meeting of the school year.
4. Maintains the WSPTA Standards of Affiliation contract and ensures that the PTSA remains in good standing.
5. Reviews the budget prior to its annual submittal to the general membership. The budget is approved the spring prior to taking effect at a general membership meeting.
6. Approves committee plans on an ongoing basis based on current budget forecasts and financial conditions.
7. Transacts necessary business between meetings of the membership and presents recommendations to the board and/or general membership for consideration.

If you would like more information on the job, please contact any of the former presidents listed below.

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