

North Beach Elementary PTA
Board position and Committee descriptions
2023/2024 and 2024/2025

Executive Board

President

The NB PTA President fulfills duties as outlined in NB PTA's Standing Rules and the WSPTA's Bylaws. The President acts as an overarching leader for the entire organization and is a spokesperson for the NB Elementary PTA. The President is a de facto member of every committee. The President is responsible for appointing board and committee positions, running a board retreat, is a signer on the PTA bank account, and sets the agendas for and presides over all PTA meetings. The President must attend all PTA meetings (where they have voice, but no vote) and attend at least one WSPTA approved training annually.

Vice President

The NB PTA Vice President fulfills duties as outlined in NB PTA's Standing Rules and the WSPTA's Bylaws. The Vice President audits monthly PTA bank statements and acts as a leader within the organization working with the President to identify areas of focus. The Vice President must attend all PTA meetings and attend at least one WSPTA approved training annually.

Treasurer

The NB PTA Treasurer fulfills duties as outlined in NB PTA's Standing Rules and the WSPTA's Bylaws. The Treasurer must attend all PTA meetings and attend at least one WSPTA approved training annually. The treasurer is responsible for maintaining accurate and detailed accounting of all funds, paying all authorized financial obligations, chairing the budget committee, completing necessary paperwork for the organization, and providing adequate insurance and on time IRS filings.

Secretary

The NB PTA Secretary fulfills duties as outlined in NB PTA's Standing Rules and the WSPTA's Bylaws. The Secretary keeps minutes, agendas, and necessary documents as outlined by Standing Rules and WSPTA Guidelines, acts as Room Parent Coordinator, sends notifications for PTA meetings, and works closely with the President to assign further duties as needed.

Board Positions

Building Leadership Team (BLT) Representative

The Building Leadership Team representative fulfills duties as outlined in NB PTA's Standing Rules and the WSPTA's Bylaws. This representative works collaboratively with representatives from the school and administration to examine and advise on school wide policies. The Building Leadership Team meetings usually occur once monthly outside of school hours. The BLT representative must attend all PTA meetings and attend at least one WSPTA approved training annually.

Enrichment Coordinator

The Enrichment Coordinator is responsible for setting up the after-school enrichment programs for the PTA. This position manages a group of volunteers to monitor classes, ensure students are in the right programs, and assist with student arrivals and departures per parental agreements. This position uses the 6crickets program and local businesses and vendors to connect with enrichment partners and works collaboratively with school administrators and PTA executive board members to guarantee spacing and contracting.

Board Advisor- Preschool, Kindergarten, 1st, 2nd, 3rd, 4th, 5th grades

Board Advisors fulfill duties as outlined in NB PTA's Standing Rules and the WSPTA's Bylaws. Board Advisors represent individual grades with voice and vote on the Board. In addition, Board Advisors are called on to be leaders in the school, volunteering in committees as needed. Board Advisors must attend all PTA meetings and attend at least one WSPTA approved training session annually.

Diversity, Equity, and Inclusion (DEI)

DEI advises and makes recommendations to the North Beach PTA's policies and practices to create a more diverse, equitable, and inclusive environment and to ensure all events, communication, and more are inclusive and equitable to a wide range of human diversity. The committee is looking for people who are passionate about Diversity, Equity and Inclusion and are committed to inclusive outcomes for the North Beach Community. The committee will work together to identify a focus for the school year.

Legislative/Advocacy

The Legislative/Advocacy Rep is responsible for demonstrating leadership on children's issues at the local level by educating PTA members, community members, and elected officials about issues of concern, legislative priorities, and goals. The Legislative Rep should attend the WSPTA's Legislative Assembly (usually held in the fall) and educate and encourage families and community members to participate in the Focus on Advocacy (usually held in the winter or spring).

Communications

The Communications position is responsible for managing and editing the weekly PTA newsletter (The Beach Comber) and collaborating with the PTA president and other PTA board members to distribute school wide communications. This position may work solo or manage a group of volunteers that assist with responsibilities each week. The newsletter responsibilities include soliciting PTA board members and school staff each week for content (articles, information, events, announcements, etc.) to be published in the newsletter. Prior to each Friday the communications chair or team must build the newsletter in the current publishing software (Smore), send a test version for review to the PTA board and any content contributors, and publish the final (via email) to all subscribing recipients in a timely manner. The PTA newsletter is published each Friday of the school year except for thanksgiving, winter, mid-winter, and spring break weeks. This position also collaborates with the PTA President and other PTA board members to manage school wide communications including scheduling and editing communications as well as sending communications via Konstella and social media.

Committees

Nominating Committee

This important committee works throughout the year to identify and recruit future leaders for the NB PTA. The Nominating Committee recommends candidates for election to the Executive Board: President, Vice, President, Treasurer, and Secretary.

Auction Committee

The Auction Committee is responsible for planning North Beach Elementary PTA's largest annual fundraiser. The committee meets throughout the year to plan and implement all aspects of the auction including, but not limited to, venue selection, catering, procuring donated items from community members and local businesses, organizing volunteers, and creating dynamic and exciting fundraising opportunities.

Yearbook Committee

The yearbook committee works with the NB PTA Board to create the school's annual yearbook. The committee works collaboratively with school administrators, sponsors, outside vendors, room parents, teachers, and families. This fun committee works throughout the year to create a yearbook that highlights North Beach and its students.

Event Committees

Event committees designate their time to plan and implement various and specific events for the PTA, often in collaboration with North Beach administrators, teachers, and staff. Event committees work with the board to create a targeted budget and communication plan, execute their event, and complete and submit a follow up. Event committees can be for the following: Harvest Carnival, Spring Event, Coach's All Stars, 5th Grade Promotion, North Beach Appreciation Week, Tree of Good Cheer, etc.

The Big Give Committee

The Big Give: The PTA's direct giving fundraiser has about a 2 month commitment (including the 2 week campaign) and usually meets in the evening, mostly virtually, every two weeks and then weekly as the event nears. This committee has opportunities for everyone: from the lover of excel files to writing copy to getting face to face with North Beach families to raise awareness of the campaign. The committee creates opportunities for students and families to participate in a variety of games, donation challenges, and classroom competitions. The fundraising goal for The Big Give is typically around \$75,000.