



Shoreline Special Education PTSA

2026-2027 Volunteer Requests

Thank you for considering volunteering with us! Below are examples of our current needs. If you are interested in volunteering in another capacity, please contact us at shoreline@shorelinesepts.org. We would love to have you join us. Not all positions require SEPTSA membership, but if one does and finances (or anything) are a barrier, please let us know. We will work it out.

Remember, these are examples and time commitment can (mostly) be defined by you. There are ideas and support for all of these positions, we need additional people to help think through and/or carry out these ideas.

Reddit Moderator – Caregiver Group

Requirements: Must be a SEPTSA member and cannot be employed by Shoreline School District (SSD) in any capacity.

Prefer: Prefer if you are a caregiver of a student in SSD on an IEP or 504.

Tasks: Approve requests to join the group. Start threads, moderate threads, ensuring contents follows our community rules (civil, appropriate etc.). Collaborate with the community group moderator (if different person), communications, and the board as needed.

Time Commitment: No set time and you can spend as little as less than an hour a week.

Number of Volunteers: 1-2

Reddit Moderator – Community Group

Requirements: Must be a SEPTSA member.

Tasks: Approve requests to join the group. Start threads, moderate threads, ensuring contents follows our community rules (civil, appropriate etc.). Collaborate with the caregiver group moderator (if different person), communications, and the board as needed.

Time Commitment: No set time and you can spend as little as less than an hour a week.

Number of Volunteers: 1-2



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Nominating Committee

Requirements: Must be a SEPTSA member for 15 days prior to election of committee.

Tasks: Work as a committee to identify next year's President, Secretary, and Treasurer. A Vice-President is not required by law, but we prefer to have one. Use established procedures (or create your own) to request nominations and select names. Prepare the list and present to membership at least 15 days prior to the election at a Spring meeting. Keep all information confidential.

Time Commitment: Times set by committee and only takes a cumulative of about 5 hours over 4-5 months.

Number of Volunteers: 3 (required)

Event Planner/Coordinator

Tasks: Work with the Exec Board on planning and coordinating Member meetings and events.

Time Commitment: Can be determined by volunteer

Number of Volunteers: 2-3

Newsletter

Tasks: Collaborate with the President to curate and edit newsletter content. Training and most content provided!

Time Commitment: 2 hours a month (faster once you learn the platform).

Volunteers Needed: 1

Student Engagement Committee

Tasks: Explore and define what this committee could be. Ideas include researching and producing resources for class lessons on disability/inclusion and related topics, supporting student-led programs or clubs that focus on disability/inclusion and related topics.

Time Commitment: To be determined by the committee

Number of Volunteers: Need at least an additional 1-2 members



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Membership

Tasks: Help explore potential member benefits and ways to increase membership. Potential ideas include hosting membership drives, contacting former members to ask to renew their membership, work with Outreach to figure out groups/individuals to reach out to. Help to think through questions such as “what is our unique value-add?” “what can we do for our members?”

Time Commitment: The volunteer(s) can determine when/how much time to spend on this.

Volunteers Needed: We need an additional 1-2+ volunteers

Outreach

Tasks: Think about what additional groups or individuals we can reach out to for membership, providing services etc. Working with Marketing and Membership for the best ways to reach these individuals and help enact a plan. This could include being a liaison with other PTAs, SSD staff groups, or other groups.

Time Commitment: The volunteer(s) can determine when/how much time to spend on this.

Volunteers Needed: We need an additional 1-2+ volunteers

DEI/FACE

(Diversity, Equity, and Inclusion/Family and Community Engagement)

Tasks: Help define what this committee could be and what activities could happen. There are sample descriptions and ideas we can provide.

Time Commitment: The volunteer(s) can determine when/how much time to spend on this.

Volunteers Needed: We need 1-2+ volunteers

Financial Review Committee

Requirements: Must be a SEPTSA member. No financial knowledge required.

Tasks: Meet in January 2027 and/or July 2028 to review the financial books for SEPTSA. Follow a checklist to ensure that all of our financial and other records are in order.

Time Commitment: 2-3 hours at a time determined by committee.



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Volunteers Needed: 3 members to meet in January and 3 in July (could be same people or different).

Recognition Committee

Tasks: Follow procedure (or create your own) to create a nominating form. Meet as a committee to select 1-2 Outstanding Educator award winners. Keep conversations confidential. Work with the board to inform winners and present them with awards. Ensure Council is also informed of names. Work with Communications to announce the nomination process and announce winners.

Time Commitment: 2-3 hours total over about 1-2 months in the Winter/Spring. There is a deadline in the Spring (TBD) that the winner must be announced.

Volunteers Needed: 2-3