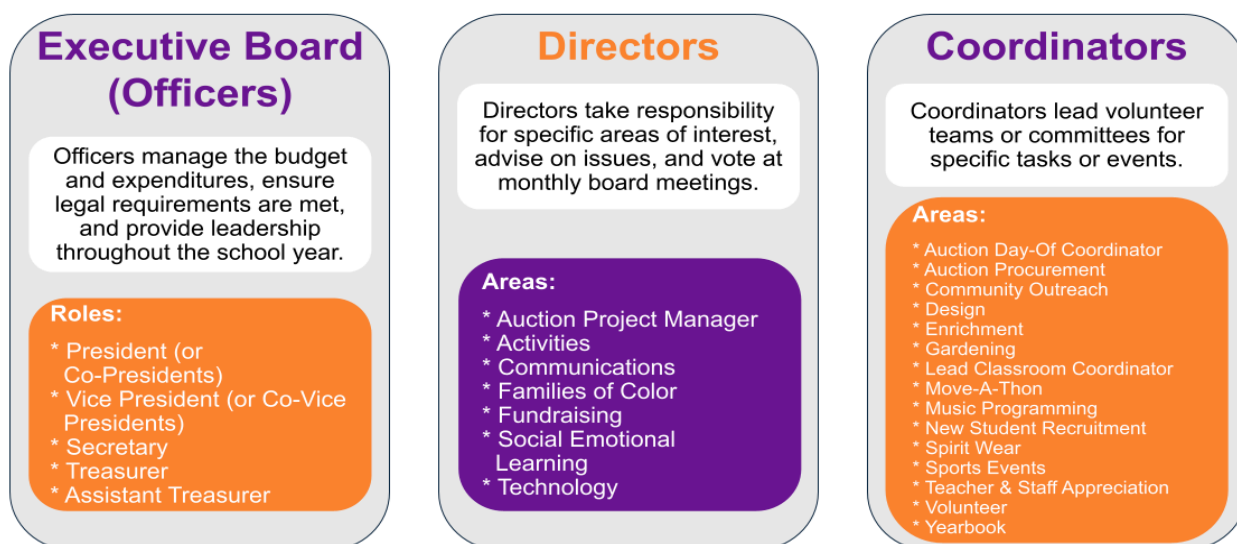


QAE PTSA Position Descriptions - March 2026

We are in the process of building our QAE PTSA board for the 2026-27 school year, and we are grateful for anyone interested!

All positions are available, and we encourage anyone interested in any position to reach out. Even if there is already interest in a position, there may be room for two people to share the role. **We have listed in red all of the positions for which no one has yet expressed interest, so these are areas of particular need.**

PTSA Board Structure



Officers

Officers manage the budget and expenditures, ensure legal requirements are met, and provide leadership on PTSA interests throughout the school year. The Officers make up the Executive Committee. The time commitments of the Officers tend to be higher before each general membership meeting in September, March, and June.

List of Open Officer Positions:

- **President Shadow**
- **Co-Vice President / Director of Communications**
- **Co-Vice President**
- **Secretary**
- **Assistant Treasurer**

President (approximately 5 hours per week): The President is responsible for coordination between the PTSA and QAE. The President supervises, directs, and coordinates the work of the PTSA including making appointments to positions and committees with approval of the Executive Committee, delegating responsibility and empowering others, communicating regularly with other officers, chairs and the

general membership, cultivating a strong, positive relationship with the QAE principal and staff and promoting the activities of the PTSA. Responsibilities include

1. understanding the role of the PTSA and applicable rules and by-laws,
2. leading the monthly Executive Committee/Board meetings,
3. meeting with QAE's principal,
4. overseeing a budget, and
5. managing communications, fundraising and membership drives.

President Shadow: The president shadow will assist the president and learn the role in 2026-2027, and be expected to be a Co-President in 2027-2028.

Vice President (approximately 1 hour per week): The Vice President is an ambassador for the QAE PTSA. The Vice President participates in Executive Committee discussions and decision-making on behalf of the PTSA. If the President is absent the Vice President will perform the duties of the President. Typically Vice Presidents take on specific projects of interest to the person serving in the role. Responsibilities include

1. assisting the President as needed, and
2. accepting responsibilities delegated by the President and/or the Executive Committee.

Currently, one Vice President is also the Director of Communications, which has proven effective, as we advise that the Director of Communications be an Officer in order to guide and inform all communications for the PTSA.

Secretary (approximately 5 hours per month): The Secretary is responsible for maintaining the records of the PTSA's meetings. This includes scheduling, circulating agendas and taking minutes, as well as compiling updates from monthly meetings. Responsibilities also include:

1. assisting the president in planning the meeting agenda,
2. issuing notice of the meetings, and
3. handling meeting logistics (attendance, quorum votes, etc.) .

Treasurer and Assistant Treasurer (approximately 6 hours per month): The Treasurers oversee the cash flow of income and expenses for the PTSA. Responsibilities include:

1. managing the funds of the PTSA,
2. presenting the budget to the board and membership,
3. understanding all applicable rules and bylaws,
4. keeping an accurate account of all funds received and disbursed,
5. paying financial obligations,
6. preparing and filing taxes,
7. writing checks (1-20 checks a month depending on the time of the year), and
8. preparing treasurer's reports.

Directors

Directors take the responsibility of specific areas of interest, along with advising and voting on issues at monthly Board meetings. Together with the Executive Committee, they form the voting members of the Board and are expected to join all Board meetings. Any Director position may be held jointly by two people. Each member of the Board will get a vote, even if a position is held jointly by two people. Each Director will email the Secretary to confirm whether or not they agree to voting by email.

List of Open Director Positions:

- **Auction Project Manager**
- **Communications Director (Recommended that this be merged with a VP Position)**
- **Communications Director Shadow**
- **SEL Director**
- **Technology Director**

Activities Director (approximately 10 hours per month): The Community Activities Director is responsible for planning and executing the events that bring our community together. Responsibilities include:

1. working with the Board and the QAE principal to plan and coordinate community events, and
2. sourcing volunteers to staff events.

While it is expected that the Community Activities Director works with the Board to plan and schedule events, events can be adjusted to the Director's particular passions. Peak times are around the beginning and end of the school year. Recent examples include Back to School Night, Game Night, Culture Night, Art Night, Day of Code, Math Night, Field Day, Family Dance and more!

We anticipate that, in future years, this role will be broken up so that one or two people will take on each event. We would love to build the team now, by having interested individuals work with the Director on the events of choice.

Auction Project Manager (3-5 hours per month, with approximately 20 hours per month in February and March): The Auction Project Manager will oversee all aspects of the 2027 Auction. The person serving in this role will work with the Fundraising Director, Auction Committee Coordinator, and the Procurement Coordinator to create a project plan for the auction based on previous activities and new ideas. The Auction Project Manager will ensure the project plan is executed, including following up with responsible people to ensure they are executing the agreed upon tasks.

Communications Director (approximately 2 hours per week - we recommend this be merged with a Vice President role): The Communications Director assists Board members with messaging and communications with members, including crafting language for various communications. Responsibilities include:

1. coordinating newsletters and mailings to membership,
2. assisting the Board with marketing and branding efforts and other initiatives involving communication, and
3. maintaining the PTSA website and PTSA's social media accounts.

Communications Shadow. The communications shadow will assist and learn the role with the plan to eventually take over the position.

Families of Color Director (approximately 2 hours per month): Works to support and benefit students, parents/caregivers, and families of color both in the QAE school community and within the Seattle school district at large. The Families of Color Director and associated committee create safe spaces for families of color to connect with one another. Responsibilities of the Director and the associated FOC Committee include connecting with each other, sharing resources, and working to increase our community awareness of all populations and experiences at QAE.

Fundraising Director (approximately 3 hours per month): Fundraising is critical to our mission. This is an opportunity to help oversee and tie together the 2-3 major fundraising events each year (Move-a-Thon, Live/Silent Auction, and Annual Fund Drive (optional, depending on fundraising progress)). The Move-a-Thon and Auction have their own committee. If there is a need for fund drive, the Fundraising Director will be responsible for executing this. The Fundraising Director will help guide and support the fundraising events and requires steady follow up with the committees throughout the year.

Social Emotional Learning (SEL) Director (approximately 2 hours per month): Work with the PTSA and QAE staff about needs and wants surrounding QAE's valued culture of social emotional learning. Provide leadership and direction towards ensuring that all students develop the social and emotional skills they need to succeed in school and life, including, for example, arranging/providing training to staff and/or parents.

Technology Director (approximately 5 hours in August and then 2 hours per month): Organizes Hour of Code and other technology education for students and teachers. Supports technology needs of the PTSA, including setting up PTSA email addresses and aliases for Board members.

Coordinator Positions

Coordinator positions and responsibilities are outlined below. Coordinators are not part of the Board and are non-voting positions. Coordinators are not required to attend monthly Board meetings, but will be asked to attend specific meetings to report on progress on their assigned area. All coordinator positions can be shared by two or more people.

Open Coordinator Positions:

- **Community Outreach Coordinator**
- **Activities Team**
- **Spirit Wear Coordinator**
- **Yearbook Coordinator**
- **Auction Day-Of Coordinator**

Auction Day-Of Coordinator: Takes responsibility for logistics of the in-person auction. This includes working with the venue and auctioneers to create a schedule and coordinate activities. It will also involve coordination with volunteers to ensure venue set up and decorating goes smoothly.

Auction Procurement: Leads a team of volunteers to procure all items that are sold in both the online and in-person auctions and takes responsibility for the disbursement of the prizes at the conclusion of the auction.

Community Outreach Coordinator (approximately 2 hours per month): There are many ways to give back to our community and to support those in need. The Community Outreach Coordinator explores ways of contributing to increased funding equity in the Seattle school district. The Community Outreach mission is to provide resources and support to community organizations in need and to introduce our children to philanthropy and encourage compassion for others. Ideas include a Holiday Giving Tree for QAE and community families in need, and food and coat drives, as well as fund drives for organizations like SESSFA.

Design Coordinator (approximately 5 hours over the summer and then 1 hour per month): The Design coordinator is responsible for preparing templates for PTSA communications and helping develop custom items as needed, such as for the auction.

Enrichment Coordinator (approximately 10 hours per trimester): Join us if you interested in being part of the decision-making process for after school programs and coordinating enrichment activities. Busy times for this role are before the start of each trimester for sign up and toward the end of each trimester when you will help guide next trimester's classes. Trimesters start in September, January and April.

Garden Coordinator (approximately 2 hours per month): Manages the QAE School Garden year round. Responsibilities include building a strong volunteer team, supporting garden-inspired curricula, and maintains and improves our school grounds. May require coordination with teachers on class garden projects and/or coordinating family work days.

Lead Classroom Coordinator (approximately 1 hour per week): The Lead Classroom Coordinator liaises with the PTSA and flows information from the PTSA to individual classroom coordinators and vice versa. The Lead Classroom Coordinator also serves as a resource and problem solver as questions or issues arise.

Move-a-thon Coordinator (approximately 5 hours per month from August to October): Put together one of the most inspiring events of the year where our kids achieve their personal fundraising and fitness goals, potentially including setting up a fundraising platform, communicating with families, obtaining QAE swag, hiring DJ, and organizing parent volunteers.

Music Programming Coordinator (variable commitment): This position is new for the 2026-27 school year. The coordinator will work with school staff and community members to explore options to bring music programming to QAE grades K-3.

New Student Recruitment Coordinator (approximately 2 hours per month until January, then 5 hours in January and February): Reach out to the community, including local preschools, to share information about QAE. Create informational materials and work with the QAE principal to coordinate PTSA presence at QAE tours and informational sessions.

Spirit Wear Coordinator (approximately 2 hours per month): The Spirit Wear Coordinator is responsible for making sure students, teachers and parents have access to QAE spirit wear. Responsibilities include maintaining the PTSA's online store, designing and coordinating with suppliers to create fresh designs, and staffing swag tables at PTSA events.

Sports Events Coordinator (variable commitment): This is a new position for 2026-27 school year. This person will be responsible for coordinating with the various Seattle sports teams such as the Kraken, Mariners, Sounders, Torrent, Reign and Storm to arrange seating blocks for community events.

Sunshine (Teacher & Staff Appreciation) Coordinator (approximately 2 hours per month): Every year we honor our teachers and staff throughout the year and especially during teacher & staff appreciation week in the spring. This Coordinator organizes gifts and other ways of ensuring QAE's teachers and staff are appreciated regularly.

Volunteer Coordinator (approximately 1 hour per week): Help recruit and assign volunteers for PTSA events such as community events, school field trips/outings, lunch & recess volunteers.

Yearbook Coordinator (approximately 2 hours per month and 20 hours in the spring to finalize the yearbook by mid-May): Would you like to be a part of documenting a year in the life at QAE? If so, we have an opportunity for you to work on our yearbook. Responsibilities include: communicating with the yearbook provider representative to meet deadlines, taking photos of students and staff at events and collecting photos from other community members, organizing photos in the yearbook using the provided software, selecting a yearbook theme, and running a yearbook cover contest if desired.

Committees

Committees are a way to help out the PTSA with a particular project or activity, and can be a great first step to helping the PTSA. The PTSA supports the school on many levels - it truly takes a village to foster the success of our students and build our community. What makes QAE so successful? Students, staff and many, many volunteers working together as a team. Recruit a friend and join a committee together!

Auction Committee. Members of the **Auction Committee**, can work on specific tasks of varying commitment levels assigned by the Auction Committee Coordinator. Typically, the auction committee members will work on procurement (emailing or calling an assigned list of contacts asking for donations), event planning for the auction itself, or a special project like coordinating kids' art projects.

Community Outreach Committee. Members of the **Community Outreach Committee** can work on specific tasks of varying commitment levels assigned by the Community Outreach Coordinator, such as planning a coat drive.

Garden Committee. Members of the **Garden Committee** can work on specific tasks of varying commitment levels assigned by the Garden Coordinator, such as meeting at the school to work on a garden project.

Yearbook Committee. Members of the **Yearbook Committee** can work on specific tasks of varying commitment levels assigned by the Yearbook Coordinator, such as taking photos at specific events, or collecting photos from each grade.

Individual Classroom Coordinators (approximately 1 hour per week). Being a Class Coordinator is a wonderful way to get involved in your child's school. Each class needs at least one Class Coordinator (more are welcome as many hands make light work) to assist the teacher and the PTSA. Teacher needs vary but your duties may include sending a weekly email, maintaining a classroom email directory, arranging field trips, organizing volunteer opportunities for the class (such as mystery reader and snack donations), coordinating Teacher Appreciation Week for your class and a birthday present for your teacher, or planning a class party.

Nominating Committee Member (approximately 2 hours per month in March - June): This committee forms in the spring to start recruiting for the next school year's Executive Committee. We need a minimum of 3 current PTSA members who are not on the Executive Committee to get together to identify and 'vet' volunteer nominees for open Executive Committee positions. Work with other parents

and school administrators/representatives to be part of the decision-making process to set the following year's Executive Committee.

Financial Review Committee Member (approximately 5 hours in August and mid-year): Work in a committee of three PTSA members to conduct a year-end financial review (ideally by August 31) and a mid-year financial review. **3 positions available.**