

# Meany Middle School PTSA

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## Board and Volunteer Job Descriptions

2025–2026

### About the Meany PTSA

The Meany Middle School PTSA is a nonprofit organization of parents, teachers, staff, and students working together to support the Meany community. Our mission is to enrich every student's middle school experience by funding programs, building community, and amplifying family voices. All families are welcome, and participation can take many forms—from volunteering, to donating, to attending events.

### Board Positions

Board members work with school staff and the Building Leadership Team (BLT) to approve expenditures and propose the budget for the following year. The PTSA operates as a small nonprofit, with the board as its governing body. Board members meet monthly throughout the school year. The term of office is one year (July 1–June 30), except for the Treasurer, which is a two-year term.

### President

Typically, two individuals share this position and divide tasks as needed. Each Co-President has one vote. They alternate presiding at meetings, prepare agendas with input from others, and foster collaboration across the PTSA. The Co-Presidents should delegate responsibility, empower others, and maintain strong relationships with the Principal and staff.

Estimated time commitment: 10–12 hours/month.

Other duties include: regular communication with the executive committee, overseeing committees, keeping legal documents updated, co-signing agreements and checks, establishing the yearly calendar, responding to correspondence, writing welcome letters, attending council meetings, and sharing information on PTA programs.

### Vice President

Supports the President and serves in their absence. Works closely with the Events Chair, Community Building Chair, and Volunteer Coordinator to plan events.

Other duties: attend all board and membership meetings, participate in PTA trainings, and assist with event planning.

### **Secretary**

Records meeting minutes, maintains the PTSA contact list, and monitors the PTSA email account. Ensures approved minutes are posted on the PTSA website and archived in Google Drive.

Other duties: track attendance, determine quorum, manage meeting notices, and maintain PTSA correspondence.

### **Treasurer**

Two individuals usually share this role, each serving a two-year term. They manage all financial matters, including monthly reports, reimbursements, deposits, and filings. They also chair the budget committee.

Other duties: process membership dues, reimburse volunteers, submit state/federal filings, close books annually, and ensure smooth transitions between treasurers.

### **Communications Chair**

Responsible for promoting PTSA events and ensuring effective communication with families via website, newsletter, and social media. Coordinates with the school office and outreach team.

Duties include: maintaining the PTSA website, producing the weekly email newsletter, posting updates on social media, and coordinating with SPS for school website updates.

### **Events Chair**

Oversees and helps plan PTSA events throughout the year, including community-building, fundraising, staff appreciation, and 8th-grade promotion. Works with school staff to schedule dates and recruit volunteers.

Annual PTSA events include: Taste of Meany Multicultural Potluck (Fall) and the Meany Art Festival (Spring).

### **Volunteer Coordinator**

Recruits volunteers to support school activities and PTSA events. Works with the Events Chair and Community Building Chair to recruit and coordinate helpers.

Other duties: manage volunteer forms, maintain a contact list, create sign-ups, assist with staff appreciation week, and support in-school volunteer placement.

### **Community Building/Support Chair**

Builds an inclusive, welcoming environment for families by organizing activities and drives that support students and staff. Partners with the Events Chair and counseling/wellness team.

Examples: summer welcome picnic, Taste of Meany potluck, grade-level activities, holiday gift card drive, and partnerships with local organizations.

### **Equity and Outreach Chair**

Promotes family engagement and works to close opportunity gaps. Leads the Race & Equity Team and plans outreach events.

Other duties: identify barriers, facilitate listening sessions at PTSA meetings, and hold monthly or bi-monthly equity meetings.

### **Membership Chair**

Develops and implements the membership plan, collects dues, and maintains the membership list in the WSPTA database.

Other duties: create membership packets, promote benefits, staff membership tables at events, and report progress to the board.

## **Other Roles (Summarized)**

### **Special Education Parent Liaison**

Promotes inclusion of special education students, supports family engagement, and serves as a bridge between families, staff, and the PTSA.

### **BLT Representatives**

Represent PTSA at Building Leadership Team meetings (one per grade). Also serve as grade-level reps for families.

### **Legislative Chair**

Educates and mobilizes PTSA members on advocacy and legislative issues. Coordinates participation in WSPTA's Legislative Assembly and Focus Day.

### **Annual Fund Chair**

Leads the annual giving campaign, maintains donor records, and reports results to the PTSA.

### **Elementary School Liaison**

Builds connections with feeder schools, shares activities, and supports the transition to middle school.

### **Financial Review Coordinator**

Leads the annual financial review to ensure accuracy and compliance.

### **Global Reading Challenge Coordinator**

Supports the librarian in organizing student reading teams for the annual challenge.

**Spirit Wear Coordinator**

Coordinates sales of school-branded apparel twice yearly.

**Teacher/Staff Appreciation Chair**

Plans staff appreciation events throughout the year (e.g., Tri-Days, Curriculum Night, Appreciation Week).

**Ski Bus Coordinator**

Organizes the Friends of Meany ski program each winter.