

✦ FRIENDS OF ROBERT EAGLE STAFF MIDDLE SCHOOL PTSA ✦

PTSA Board Members needed for 2024-25

JOIN US! MAKE A DIFFERENCE! STAY CONNECTED!

- No PTSA experience is necessary.
- Incoming and current parents/guardians are encouraged to serve on next year's board.
- Have a friend? Team up! You can co-chair a position.
- Roles are flexible. Time commitments vary, as low as 1-2 hours/month.
- Board meetings are once a month.

LET US KNOW IF YOU'RE INTERESTED:
events@eaglestaffpsta.org



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PTSA Board Members needed for 2024-25

2 CO-SECRETARIES

Core responsibilities for shared position

- Schedules and attends monthly PTSA meetings
- Records meeting minutes and keep copies of all handouts and budget items
- Sends out agendas and minutes, ensures key documents are stored
- Monitors and answers emails from info@eaglestaffptsa.org mailbox
- Reviews annual bylaws

**For a full position description,
contact events@eaglestaffptsa.org**

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1 OR 2 FUNDRAISING CHAIRS

Core responsibilities can be for a shared position

- Act as a signatory on bank account
- Leads annual fundraising campaign (October)
- Manages corporate-matching programs
- Oversees passive-fundraising programs

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MEMBERSHIP CHAIR

Core responsibilities

- Oversees memberplanet.com
- Sets up online membership enrollment (memberplanet) through the WSPTA
- Helps recruit and maintain PTSA members
- Runs the membership sign-up table at beginning of school year events
- Is aware of all membership due dates and keeps membership records up to date

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DEI CHAIR

Core responsibilities

- Encourages an inclusive community that supports and represents all families; strives for equity and inclusion within the school, district, and community through education, acknowledgement, advocacy, and use of PTSA resources
- Helps support equitable access to our services, programs, information, and community events
- Serves as a reference for other PTSA board members and committees

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VOLUNTEER COORDINATOR

Core responsibilities

- Maintains list of volunteers and helps match volunteers with ongoing needs of PTSA
- Coordinates with RESMS main office that all volunteer paperwork has been processed before volunteering
- Manages SignUp Genius account
- Recruits lead volunteers for major school events

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EVENTS COORDINATOR

Core responsibilities

- Keeps the Eagle Staff ASB/ASB Advisor, Club Advisors, Athletic Director/Coaches connected to the PTSA for funding and other requests via regular contact.
- Supports sports tryouts for the three athletic seasons
- Helps plan and run school PTSA events: movie nights, exhibitions, etc.

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