

# Recruiting for Open Positions: 2017-18

Hello Gatewood Families!

**The mission of the Gatewood Parent Teacher Association (PTA)** is to work together with the Gatewood staff to support the ongoing process of helping our children become Independent Learners. By providing a volunteer presence at the school, participating in the decision-making process, and providing additional financial resources, we are partners with the staff in their endeavor to teach our children cooperative learning, technology, critical thinking, multiple intelligences, science, reading, writing, and arithmetic.

Gatewood PTA has some important positions that are open for the upcoming 2017-18 school year. You do not have to be elected to the Board or serve as a Committee Chair to be involved in our PTA – **Every Living Person** can be a member! We encourage all community members to join and bring new ideas, individual talents, and passion to our group!

- Board positions of President, Vice President, Secretary, and Treasurer are elected positions. Chair positions are assigned by hand-raising.
- Board positions and committee chairs may be shared between multiple PTA members.
- No PTA member may serve longer than 2 years in a single board position. Chair positions do not have time-served restrictions.
- PTA members may hold multiple positions at one time during the given school year.

To learn more, please attend the next **PTA meeting on Monday 5/8 at 6:30 PM in the Cafeteria Commons**. We'll see you there!

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## Board Member Positions

For Board positions, any Gatewood PTA member in good standing is eligible for nomination. See the [last page of this document](#) for required Board member duties.

- The **President** presides at board and general membership meetings and serves as spokesperson for the PTA. S/he makes appointments to positions and committees, and is an ex-officio member of committees and communicates information. The President also performs duties listed in WSPTA Uniform Bylaws and the standing rules, makes sure new officer information is entered into the state PTA system, participates in election of the region director, and ensures local PTA representation at council meetings. **For the 2017-18 school year**, current President Laura Kincaid and current Vice President Melissa McNeel will be nominated as Co-President candidates. 2017-18 would be Laura's 2<sup>nd</sup> year serving as Gatewood PTA's president, and Melissa's 1<sup>st</sup> year serving as Gatewood PTA's president.
- The **Vice President** helps the president meet the communicative needs and event needs during the year by overseeing Fundraising, Programs, and Membership. The

VP has a direct hand in making decisions funding workshops, curriculum and programs; attends the scheduled monthly PTA meetings, and performs the duties of President when necessary. It is suggested that the VP also serve as president-elect, with the intent to serve as president in a future term. **For the 2017-18 school year,** this position is open.

- The **Secretary** manages PTA membership and takes meeting minutes at PTA meetings. This job averages 2 hours/week. There is also one required 3 hour training session (paid by PTA). **For the 2017-18 school year,** Alex Olins will be nominated for the Secretary position. 2017-18 would be Alex's 2<sup>nd</sup> year serving as Gatewood PTA Secretary.
- The **Treasurer** chairs the budget committee; presents the budget to the general membership; keeps accurate records; receives, issues receipts, and deposits monies promptly in an authorized account according to the approved yearly budget; presents a financial report every month at PTA meetings; and provides all financial records if requested by the president or board members. The Treasurer will work with the hired bookkeeper to close the books on June 30<sup>th</sup>, and submit the books and records for financial review. The treasurer also performs such other duties as may be provided for in the standing rules, keeps a record of membership fees, transmitting same accompanied by membership lists bearing the names and address of members to the council treasurer. **For the 2017-18 school year,** this position is open.

### Chair Positions

Contact Melissa McNeel [mcneelm@gmail.com](mailto:mcneelm@gmail.com) with any questions about these positions.

- The **Auction Chair(s)** oversees all aspects of the annual Bids for Kids auction, Gatewood PTA's largest fundraiser. Duties include item procurement, location reservation and planning, communications and advertising, using the auction software, and task delegation. **For the 2017-18 school year,** Yuna Jang will continue as Co-Chair. Additional Co-Chair(s) encouraged.
- The **Legislative Chair(s)** is a liaison position between Gatewood PTA and local/state/national legislation. The person in this position can be effective by staying updated on issues that affect schools, families, and children; writing letters, and/or making calls; and reporting on those issues at the PTA meetings, the weekly newsletter, and through the PTA email list when appropriate. **For the 2017-18 school year,** Anna-Mária Vág will chair this position.
- The **Volunteer & Gator Aide Coordinator(s)** is the point person for identifying classroom parent helpers (Gator Aides) and event volunteers. This job entails email and/or flyer distribution for events and fundraisers, and updating the PTA bulletin

board outside the school office. This chair is not required to attend every school gathering or event. It is ideal that you have a meeting in early October to review with volunteers what school volunteering needs are. This position is an excellent one for sharing with a co-chair. **For the 2017-18 school year**, this position is open.

- The **Communications Chair(s)** leads the Communications Committee in designing advertising for fundraisers and events, editing and distributing the weekly newsletter, and overseeing the Sprit Wear fundraisers. This team will work with all Event Chairs to determine the type of advertising needed and create consistent messaging content. **For the 2017-18 school year**, Nicole Stanton and Nicole Dundas will be acting as Co-Chairs.
- The **After School Clubs Chair(s)** coordinates Fall, Winter, and Spring sessions of after school activities. **For the 2017-18 school year**, Katy Thomas and Suzanne Case will continue as Co-Chairs of this committee.
- The **Cookie Dough Chair(s)** contacts Cougar Mountain Baking Company for order forms and flyers, coordinates community advertising efforts, distributes order forms and flyers to students, manages the delivery and distribution of the tubs, and works with the Volunteer & Gator Aid Coordinator to enlist volunteers the day the dough is delivered. **For the 2017-18 school year**, this position is open.
- The **Passport Club Chair(s)** coordinates volunteers, map distribution, and check days (typically on the last Wednesday of each month). The chair (or co-chairs) needs to be organized to keep on top of background supply orders, communication with teachers and families, the bulletin board, Level 5 tracking, etc. throughout the year. **For the 2017-18 school year**, Julie Ward and Maryse Brock will continue as Co-Chairs.
- The **Gator Green Fest** is Gatewood's spring social that promotes healthy, inexpensive, and environmentally conscious family fun. This event is traditionally held on and around the school playground on a Saturday in June. Duties of this committee chair position include coordinating fun activities, arranging for food trucks, and working with the Volunteer & Gator Aid Coordinator to determine volunteer needs. **For the 2017-18 school year**, this position is open.
- The **Building Leadership Team (BLT) PTA Rep** is made up of 2 positions, and offers a great opportunity to gain better understanding of the issues facing the Gatewood staff. BLT meetings are held once a month after school for about one hour. During these meetings the principal and a few teachers discuss everything from physical building issues (capacity, safety, improvements, etc.) to school events (assemblies, camps, etc.) and academics (in-class teaching, resources, and special programs). The BLT reps are asked to attend the BLT meetings, one as a representative of the PTA Board, and one as a parent-at-large representative. Other duties include attending PTA board meetings to provide a brief review of the BLT

happenings. **For the 2017-18 school year**, these positions are open.

- The **Walk-a-thon** typically takes place at school during a May weekday morning. This chair's duties include distributing flyers and donation information prior to the event, collecting monies and turning them over to the Treasurer, and coordinating event day volunteers with the Volunteer & Gator Aide Coordinator. **For the 2017-18 school year**, this position is open.
- The **Green Schoolyard** is an initiative to renovate the Learning Garden and the Playfield on the playground. Duties include recommending a Garden Coordinator (paid stipend position), acting as liaison between Gatewood PTA/Staff/Seattle Public Schools when need arises, and presenting brief updates at Board meetings. **For the 2017-18 school year**, this position is chaired by Sandy Lennon.
- The **Grant Writer** reviews applications that typically come from the Seattle Council PTSA or the principal, and researches other grant opportunities based on need. **For the 2017-18 school year**, this position is open.
- The **Walking School Bus Chair(s)** duties involve working with the City of Seattle to implement safe, adult-chaperoned, group walks to and from school. You can read more about this program by visiting [http://www.seattle.gov/transportation/saferoutes\\_wsb.htm](http://www.seattle.gov/transportation/saferoutes_wsb.htm) . **For the 2017-18 school year**, this position is open.

### Other Available Event Chair Positions

Scheduled throughout the year. If you have ideas about new events, please share!

- Mariners Night at the Ballpark
- Back to School Fair
- STEM Fair
- Teacher Appreciation Week
- 5th Grade Promotion
- Field Day
- Wreaths and Garlands Fundraiser

## Appendix A: Board Member Required Duties

As elected positions, all Board members shall:

- Attend a minimum of one Washington State PTA (WSPTA)-approved training during the PTA year. At least one member will attend the PTA & the Law training to remain in compliance with WSPTA Standards of Affiliation (SOA).
- Be voting members of the Board.
- Abide by the Standing Rules as approved in the first meeting of the general membership.
- Consist of the executive committee and appointed positions as specified in the local PTA standing rules.
- Assure that the WSPTA SOA contract is signed and submitted on time.
- Review the budget prior to its annual submittal to the general membership.
- Approve committee plans on an ongoing basis based on current budget forecasts and financial conditions.
- Transact necessary business between meetings of the membership and other such business and may be referred to it by the membership.
- Present recommendations to the general membership for consideration.
- Each member of the Executive Committee and each Standing Committee Chairperson shall keep a notebook of activities and recommendations pertaining to his/her office of chairmanship. This notebook and accumulated material shall be turned over to one's successor or the President by July 1<sup>st</sup>.
- At least 3 elected officers, which must include the President(s) and Treasurer(s), are authorized to sign PTA checks.

## Appendix B: 2016-17 Board Members

- President: Laura Kincade
- Vice President: Melissa McNeel
- Secretary: Alex Olins
- Co-Treasurer: Erica Natale

