



Thomas Jefferson Raider Parent Movement  
Supporting the 4As at Thomas Jefferson High School

P.O Box 3071, Federal Way WA 98063-3071  
4248 South 288<sup>th</sup> Street, Auburn WA 98001

[www.tjrpm.org](http://www.tjrpm.org)

**OFFICER POSITION: TREASURER**

The RPM relies on you to ensure that appropriate financial records are kept, a budget is established and followed, and controls are in place to prevent theft or fraud. Great Treasurers often have skills or experience with basic financial management. This position is an instrumental part in governance and leadership of the continuation and operations of the Raider Parent Movement.

Primary responsibilities of the TJ RPM Board Treasurer are to perform duties outlined in the **Treasurer Procedures**.

Meeting commitments typically account for 2-4 hours per month:

Board Meetings are usually held between August and June, and last one hour (other than August, which is a planning meeting and longer). *\*No December Meeting.\** Meetings will be planned for in-person, however when needed, Zoom meeting is an acceptable platform.

Board business will primarily involve: (1) RPM financial decisions and grant funding; (2) scholarship management; (3) group account management issues as they arise; (4) annual organizational planning (5) promotion, i.e. Open House or Registration table, etc.; (6) Committee Operations.

General Meetings will meet every other month during the school year. *\*No December Meeting.\**

You may adopt other tasks on behalf of RPM that the RPM board chooses to prioritize, but this is not required.

The Treasurer *\*may\** volunteer to adopt additional duties, but this is NOT a requirement of the job, and not expected. You may also elect to give additional RPM volunteer time, most of us do! But also, not required.

**Signed Agreement:**

\_\_\_\_\_  
Officer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Officer Name

\_\_\_\_\_  
Board Period

\_\_\_\_\_  
President Signature

\_\_\_\_\_  
Date

*~Board Treasurer Procedure~*

I. BOARD MEETINGS

- A. Attend RPM Board Meetings *(80% attendance required)*.
  - 1. Discuss and help resolve Board business. Vote when required.
  - 2. Respect confidentiality (grants, sensitive matters/deliberation, etc.)
  - 3. Read funding proposals as they arise (grants, altering budget, etc.).
- B. Keeping accurate records and submitting written financial statements for meetings to use when making/voting on board level decisions.

II. GENERAL MEMBERSHIP MEETINGS

- A. Attend the RPM General Membership Meeting
  - a. In the event you are unable to attend; ensure President or Co-President have needed reports to give the Treasurer report.

III. ADMINISTRATION AND FIDUCIARY RESPONSIBILITY

- A. In collaboration with the Executive Board, prepare and monitor the annual budget.
- B. Ensure an audit, financial review, or compilation is done in accordance with the bylaws.
- C. Prepare an annual report to be used to review RPM financial records.
- D. Filing the RPM 990 report to the IRS on time.
- E. Submit any State-Level reports and filings as required.
- F. Overseeing proper handling of money, such as ensuring money is collected, counted, recorded, and deposited promptly and appropriately.
- G. Ensuring financial checks and balances are always in place.

IV. PROMOTION

- A. Hard and soft RPM promotion is a shared Board Duty. The amount of hard promotion depends upon goals at hand decided by most of the RPM board, urgency, available volunteers, and likely impact.
  - 1. Formal 'Hard' Promotion Events
    - a. These events are shared or distributed - each Board member is not expected to participate in promotion at all events.
    - b. Registration: about 2 days in mid-late August. Can involve:
      - (1) Creating a display with membership forms, info, candy bowl, etc. Include instructions for submitting forms and payment.
      - (2) Staffing an RPM table and chatting with families and students, collecting membership applications/fees, and helping acquaint new parents with TJHS.
    - c. TJ Orientation/Open House: one evening in September. Can involve:
      - (1) Public speaking about RPM. Include a PowerPoint slide submitted ahead of time to TJ office.

(2) Staffing a booth during the later part of the evening or setting up a display table.

(3) Creating a PowerPoint slide for the principal's presentation.

d. Freshman Night: one evening in February. Can involve:

(1) Public speaking per above, with PowerPoint.

(2) Staffing a booth before and sometimes after the presentation.

(3) Creating a display table.

e. August Staff Meeting. One morning. Arrange a time to attend with the principal if participating. Promote RPM membership for staff, answer questions. Bring staff membership forms.

2. Informal 'Soft' Promotion: word of mouth: help create a positive impression, and an increased awareness of RPM activity (be that auction, events, etc. – whatever the agenda is). Reference the website for info, and good works RPM has done over 40 years at TJHS.

V. OTHER TASKS ARE OPTIONAL. Additional RPM jobs are independent of this board position.

VI. BOARD COMMUNICATION. This occurs a variety of ways: in person, Zoom, emails, and texting. Please try to respond in a timely manner when a response is requested. Also, do not hesitate to ask for help!