

Frequently Asked Questions about the PTF Executive Committee

What, exactly, does the PTF Executive Committee do?

The PTF Executive Committee is the group that leads and coordinates the activities of the Parent-Teacher-Fellowship for SCS. It is made up of nine Regular Members (3 year terms) and two Division Representatives (1 year terms) who are elected by the PTF General Membership (parents, faculty, and staff). Additionally, there is a faculty representative from the Elementary and Secondary, who are voting members appointed by the administration and/or faculty, and the Superintendent attends as a non-voting member. Together we plan non-academic activities, such as the Family Dinner Out, Back to School Nights, the Craft Bazaar Talent Show, Country Fair and other activities. We also plan informative meetings, such as the fall seminar/Q&A night for parents and the winter parent seminar in coordination with our Secondary Spiritual Emphasis week speaker. Additionally, we work with faculty as requested, for various elementary & secondary needs.

How much time commitment is there in serving on the PTF Executive Committee?

It's probably not as big a job as you think it is. In part, that's because we recently increased the size of the Committee in order to spread the work around. Also, while the Committee coordinates various activities, we engage the help of non-Committee volunteers for specific events or projects whenever possible.

Essentially, service by one family member on the PTF Executive Committee will take care of all your family's SALT hours for the year, but it really doesn't require much more time than that.

The Committee meets once a month during the school year, plus a planning meeting in May after the elections and possibly another planning meeting in August (10 – 11 monthly meetings a year), for about 1.5 hours in each meeting. In addition, the Executive Committee schedules three annual meetings for the entire PTF membership, which Committee members are expected to attend. These meetings are approximately two hours each. Altogether, meeting time is approximately 21 – 25 hours a year.

In addition, PTF Executive Committee members may be asked to assist with various PTF-sponsored events; however, there is no requirement that Committee members attend these functions. Executive Committee members help out when and if they can. Finally, Committee members may have some additional responsibilities, such as the Treasurer who handles the PTF finances, etc. The amount of time spent on these other activities depends on the office held, your interests, and how much time you have available.

Do I have to run for election to a specific office, like Treasurer or President?

No. At the elections, we elect members to the Committee. After the elections, the newly constituted Committee (the new members plus the returning members) meets and decides amongst themselves who will serve in what position.

Do I need to have any special training or background?

Nope! We all have God-given talents that can be useful to the PTF and the Executive Committee. A willingness to serve SCS is all you need!

What if I am a faculty or staff member – can I be elected as a Regular Member or Division Representative?

Yes, as long as you also have a child attending an SCS school (see the general eligibility requirements for each position). Faculty members may also serve as the appointed member from their division, Elementary or Secondary. The administration and/or faculty select these representatives. If you are interested in serving in the future as the appointed faculty representative, please contact our Superintendent, Gloria Hunter.

What if I can't make every Executive Committee Meeting or General PTF Meeting?

If you have to miss a meeting or two, that's okay, but you should notify the Committee President in advance. If your circumstances have changed and you have to miss more than a couple of meetings during the year, you may have to consider resigning from the Committee. But such circumstances can be dealt with at the time if it becomes necessary.

How can I get more information?

First, you could attend one of our monthly Executive Committee meetings, which are open to all PTF members. That would give you a good idea of the kinds of issues the Committee addresses and how the Committee works. Second, feel free to contact the current Executive Committee members and ask them – we are all happy to answer your questions. If you would like one of the Committee members to contact you, send an email to PTF@SeattleChristian.org and we'll get back to you.