

## Vice President of Volunteers/Committees

Bylaws: The Vice President shall act as aide to the President, shall perform duties of the President in the absence of President and President-Elect.

### Duties and Responsibilities:

- I. Support board members and board events.
- II. Act as liaison for the Committees, Volunteers, and/or Event Coordinators **\*\*We work as a team, don't let this list scare you**
  - a. Academic Fair
  - b. Art Show Coordinator
  - c. Beautification Committee:
  - d. Book Dedication
  - e. Cultural Enrichment Committee
  - f. Family Fun Events (Halloween Party, Bingo Night, etc.)
  - g. Fundraising Committees
  - h. Hospitality Committee
  - i. Kindergarten Ice Cream Social Coordinator
  - j. Open Choice PTO Contact
  - k. PTO Sandwich Board Volunteer
  - l. Room Parent Coordinator
  - m. Safe Routes to School/Walk Bike to School
  - n. Ski Club Committee
  - o. Spring Spectacular
  - p. Student Directory Coordinator
  - q. Teacher Appreciation Committee:
  - r. Welcoming Committee:
- III. Act as liaison for the Event Planners (some events are planned by board) including Fundraisers (Run Back to School 5K, Election Day Bake Sale, Book Fair, etc.)  
Liaison Duties to include:
  - a. Reach out to the current chairperson to verify commitment and ask for feedback on last year's event.
  - b. Provide a list of volunteers and procedures.
  - c. Answer questions.
  - d. Check-in 6-4 weeks prior, or as appropriate for committee, to review volunteers and marketing.
  - e. Check-in 2 weeks prior, just before start, and during the event (if committee has event), if on-going (ex: sandwich board) check in as needed.
- IV. Aid in recruiting chairpersons and for the committee in need.
- V. Provide Committee Guidelines to all chairpersons and answer inquiries.
- VI. Communicate committee needs to PTO President
- VII. Provide updates at PTO meetings

**\*\*This person really should enjoy working with people...ha! But seriously, someone who enjoys networking, soliciting volunteer support, and has a dynamic work ethic. This role is a lot of fun and you will meet a ton of people!!**