

JRES PTA - Job Description

Vice President of Programs

Oversees all PTA program activities by assisting committee members with organization, communication, volunteer opportunities, supply needs and coordinating the event itself if needed.

Time commitment- Varies by event and experience of the event lead.

Responsibilities:

- Vice President is a member of the Executive Committee & Executive Board
- Fill in for President when President is unable to fulfill duties.
- Attend PTA general membership meetings (4-5 a year) & Executive Board meetings (monthly but varies).
- Evaluate overall effectiveness of PTA program events. Make suggestions to the Board for improvements and the addition or removal of specific program events.
- Serve as a representative to the Board for the following committees:
 - Watch DOGS
 - PTA Book Fair (May)
 - Reflections (April-Oct)
 - School Events (Family Fitness Night, Math/Reading Night, Field Day, Culture nights, etc.)
 - Hospitality (Back to School, Teacher Appreciation Week, etc.)
 - Special Events (Pumpkin Lighting & Spring Festival)
 - Volunteers
 - Vendor or Community Relations
- Recruit and support committee members for program events
- Report plans for upcoming programs at monthly board/membership meetings. Report outcome of programs held during the previous month.
- Make sure that all committee members have access to information needed to run successful events.
- Touch base with committee members prior to event to make them aware of their budget and also let them know the paperwork needed from them before and after event, i.e. committee reports, event

planning report, time line, volunteer requirements and supply list

- Let committee members know that you are there to help and support them in any way you can
- Keep Program binder/ google drive up to date and ready to hand off the next year.
- Keep records on event turnout and offer suggestions.