

JRES PTA - Job Description

Vice President of Fundraising

Oversees all existing PTA fund raising activities by assisting committee chairs with program organization, budgeting and continuity.

Responsibilities:

Evaluates overall effectiveness of PTA fund raising efforts and makes suggestions to the Board for program improvements and the addition or removal of specific fund raising programs.

Serves as representative to the Board for the following committees:

1. Book Fair
2. Cash for Trash Programs
3. Fall Fundraiser
4. Spirit Wear
5. Spirit Nights
6. Skate Night

Recruit and support committee chairs for key fund raising events.

Attend monthly PTA general membership meeting

Attend monthly PTA Board meeting

Report any info necessary at monthly board meeting regarding PTA fundraising programs.

Make sure that all committee chairs running PTA sponsored programs have access to information needed to run successful events.

Touch base with chairs 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, timeline, and supply list.

Let chairs know that you are there to help them and support them in any way you can.

Keep Fundraising binder up to date to hand off the next year.