

# **1<sup>st</sup> VP Responsibilities**

## **MAY**

- Attend PTA Installation Brunch
- Send out the Committee Chair request paper to get as many committees covered as possible before school ends
- Email current committee chairs and ask if they are interested in continuing with committee for the next year
- Email current committee chairs to make sure all binders are turned into PTA room before the end of the school year so they can be worked on over the summer
- Meet with new Executive Board to go over plans for the next year

## **JUNE—JULY**

- Compile list of committee chairs
- Continue to fill committee chair positions
- Work on committee chair binders to update over the summer

## **AUGUST—September**

- Finish filling committee chair positions
- Finish updates to committee chair binders

--Send out a request via the book bags for volunteers for each committee

--Compile a list of volunteers for each committee

--Compile e-mail "Committee Chair Digital Folder" for committee chairs including:

- List of committee chairs and contact info
- List of volunteers for each committee with contact info
- Copies of financial forms needed
- Copies of Tax Exempt forms
- ArrowHeadlines deadline dates
- Committee Chair Quickpoints "Dos and Don'ts"

These items are also in the Committee Chair Binders and are available online at our PTA website

--Hold a Committee Chairperson Meeting to hand out binders, go over all of the information needed, and to answer any questions

### **October-June**

--Contact committee chairpersons to make sure they are "in the know" about what is going on with their committee

--Provide support and guidance in running the committees

--Request additional volunteers for committees if needed

--Attend PTA meetings or send report if you cannot make it to the meetings

- Early in the year Request Tomahawk Room for final PTA meeting of the year (PTA Volunteer Brunch)
- Organize the PTA Volunteer Brunch and send out invitations via e-vite
- Contact all Committee Chairs to get a list of every volunteer for the year for invitations to brunch
- Work with incoming 1<sup>st</sup> VP to hand over responsibilities smoothly