

PTO Vice President

Characteristics:

An excellent listener and communicator that enjoys collaborating with others on events and projects

Responsibilities:

- Oversee committees and room parents and act as a liaison between committees and board members
- Perform the duties of the president if the president is absent or unable to serve
- Manage a volunteer list
- Be a liaison for new families and committee members
- Serve on a minimum of 2 committees

Monthly Tasks:

- Actively participate in PTO meetings
- Check in with committees working on upcoming events
- Follow up with committees after events
- Manage any additional volunteer needs of teachers and staff (each committee manages their own volunteer needs)

Annual Tasks:

- Hold a committee chair orientation in September (collect/ disburse binders)
- Hold a room parent orientation in September