

Adolphus PTO Vice President Job Description (250+ hrs.)

Characteristics:

- Desire to serve the PTO, the school, and ultimately the students
- Understanding of the organization's mission, by laws, and conflict of interest policy
- Good listening skills
- Effective communication
- Good organizational skills

Responsibilities:

- Assist the president as needed
- Perform the duties of the president if the president is absent or unable to serve
- Participate in executive and general board meetings and provide input for decisions
- Additional duties as defined in the PTO's bylaws.
- Be an ambassador for the PTO and the school
- Oversee committees (attend all committee meetings), help fill committee chair positions and train committee chair people, and act as a liaison between committee chair people and the executive board
- Oversee all fundraising selections, planning, and evaluation (spirit coupons, spirit nights, fun run, spring and fall fundraisers, etc.)
- Oversee merchandising, and assist Merchandise coordinator (shirts, spirit sticks, bottles, etc.)
- Choose a merchandise coordinator (approval from the board is needed)
- Coordinate with the Volunteer Coordinate to plan teacher & staff appreciation weeks.

Typical Annual Tasks:

- Schedule all fall and spring fundraisers with president and principal before school year begins
- Oversee board elections with the President, Secretary, & nominating committee
- Update the signature cards at your PTO's bank with Treasurer
- Help update PTO bulletin board and Welcome packets

Typical Monthly Tasks:

- Participate in executive board meetings
- Participate in general meetings
- Schedule regular meetings with the president and attend meetings with president and principal
- Design, obtain approval, copy and distribute all take home flyers for student folders that pertain to fundraising
- Understand what the teacher lounge needs are

Typical Weekly / Daily Tasks:

- Check the PTO box in front office and vice president folder
- Respond to emails, question, concerns from parents, and staff
- Make necessary purchases for events, supplies etc.
- Complete expense report of all activity on the credit card or reimbursement report
- Place signs at school for events and merchandise dates

