

Executive Board Member

Vice President of Programs

Attend all Board and General Meetings.

Attend PTA and the Law at least every other year. Attend other trainings offered through Region, State, etc as necessary (must complete at least 1 state training a year).

Provide oversight for the Special Projects and Art Education Chairs

Attend committee meetings

Represent your chairs at board meetings

Report board meeting activities back to your chairs

Assist in identifying activity and committee chairs/leads, for those activities under your area of responsibility.

Provide monthly newsletter items to keep membership informed of your area of responsibility (ie, volunteer needs, etc).

Ensure each activity chairperson/volunteer is trained for their specific area of responsibility and has whatever resources he/she needs to work effectively.

Provide either written or oral reports/progress updates of all committees at Board and General Meetings as necessary.

Perform duties in absence of President.

Assist President as called upon.

Attend quarterly council meetings if asked by President.

Research, identify and write appropriate grants for PTSA programs.

Attend a budget review with the executive board over summer to finalize the budget for the following school year to be approved at first general meeting of the year.

Attend an awards committee meeting in the spring with executive board to choose winners for Golden Acorn, Heart of the Hawk and Outstanding Educator.

Check folder at school at least once a week.

Utilize the Stillwater PTSA Facebook account to make any official social media posts regarding programs on the PTSA Facebook Page.

Upload all pertinent documents to OneDrive by June 30th.

Meet with replacement for following year (if applicable) by June 30th for training.

Work with VP of Events to Oversee the Following Volunteer Duties:

Oversee the Volunteer of the Month process

Order volunteer thank you cards - provide to chairs upon request for distribution after PTSA events and activities

Plan the end of year Volunteer Appreciation party with the President

Create a yearly volunteer form to be sent out at the beginning of the year - collect and give to Data Entry Lead

Attend events to pass out volunteer form and speak to potential volunteers

Work with the school to ensure all volunteers have a current Criminal Background Checks