

# **PTO Board Position Descriptions 2017-2018**

## **Vice President**

Responsibilities: The Vice President is the second in command. The Vice President will hold this position for one year with the understanding that he/she will move into the President's position. The Vice President will attend all PTO Board meetings to become familiar with the process and role of PTO President, assume the duties of the President if the President is not able to attend/run the meeting or event, write the bi-weekly "Gratitude Corner" for the Falcon to become familiar with the PTO events and volunteers, assist with Falcon editing and review, assist with coordination of events and communications, and work with the President on the website. Additional responsibilities include overseeing the school directory and the Winter Gift Collection for teachers and staff.

Time Involved: 2-3 hours per month outside of school.

## **VP Socials (2 needed)**

Responsibilities: One VP will attend each Social event to help Social Event Coordinators and take pictures of the following events: Back to School Teacher and Staff Luncheon, Back to School Social, Scary Gym, Movie Night, Holiday Teacher and Staff Luncheon, Pizza Bingo, Ice Cream Social, End of Year Teacher and Staff Luncheon. VP of Socials will also help make sure each of these events is run efficiently and smoothly by checking in with the Social Event Coordinators throughout the planning stages.

Time Involved: 1 hour per event plus attendance at the actual social event.

## **VP Cultural Arts**

Responsibilities: Looking for one of the most rewarding volunteer positions at school? The VPs of Cultural Arts is shared between two volunteers who are responsible for coordinating the PTO funded school wide and grade level cultural arts assemblies. You will work with VFE teachers and principal, local artists, authors, performers, etc. to curate and schedule assemblies throughout the school year. This includes serving as a member of DELTA ([www.artsdelta.net](http://www.artsdelta.net)), a group of PTO Cultural Arts reps from many of our area's schools sharing ideas and resources.

Time Involved: The VPs will spend about 9 hours of volunteer time a month with some months being busier than others. The time involved is divided between assemblies at school, planning at home, a monthly Tuesday morning DELTA meeting and planning DELTAs twice-yearly evening community performance (fall and spring). If you are curious, please reach out to learn more!