

Bishop's Peak Elementary School  
**Vice President**  
Job Description/Procedures

The Vice President shall act as substitute for the President in case of his/her absence or disability, and shall hold him or herself ready to assist the President whenever called upon. Additional responsibilities include:

**AUGUST**

- Assist with the assembling of the beginning of the year packets (President to schedule day/time with School Secretary)
- Coordinate “Welcome Coffee” with Hospitality Chair, which is held in the Library from 8:15 – 9:15 am on the first day of school. (Secure volunteers to provide baked goods, fruit, juice and paper goods, and contact Starbucks Manager on Foothill to donate coffee, cups, cream and sugar). *Note: encourage parents to attend by catching them in front of school after they drop off their student(s) – posting a sign in front of school is also helpful.*
- Check in with School Secretary to determine number of \$5.00 Jamba Juice cards needed for first Bobcat Pride Assembly (or for entire year). Place order for cards from Jamba Juice on Foothill, and submit a check request for the required amount to the Financial Secretary. Once cards have been received, give to School Secretary to place in the safe for storage until needed.
- Coordinate “Back to School Night” refreshments with Hospitality Chair. (Secure donations of healthy appetizers and paper goods from parents, and set up several tables in front of the school prior to the first meeting in the multi-use room. Water and lemonade can be served at a minimal cost to the PTA). *Note: it is helpful to move the refreshment table to the blacktop outside the multi-use room after most of the parents have arrived.*
- Check in with Room Rep Coordinator – begin securing Room Reps ASAP for each classroom (Room Rep Coordinator to communicate with teachers, as they are the ones to choose Primary Room Rep)

**SEPTEMBER**

- Attend district PTA Presidents meeting with the Superintendent Monthly (optional)
- Work with the Treasurer to determine individual classroom supplies/field trip budgets and distribute amounts available to teachers as soon as possible (\$25 per student in single grade classes/\$30 per student in mixed-grade classes for classroom supplies, and \$30 per student for field trips)
- Work with Room Rep Coordinator to make sure Primary Room Reps (and 1-3 additional Room Reps) have been secured for each classroom and an orientation meeting is held –

attend meeting and emphasize the importance of Room Reps to our school, teachers, students and the success of the PTA!

- Attend Carnival and Auction planning meetings and help find volunteers if necessary

## NOVEMBER

- Prepare for Principal's Coffee – scheduled for a Friday morning from 8:15 – 9:00 (advertise in newsletter as well as sending out an eblast reminding families of the event). Coordinate refreshments with Hospitality Chair – similar to Welcome Coffee, but much less well attended – most likely no more than 10 to 20 people will participate.
- Make sure Room Rep Coordinator reminds all Room Reps about Winter classroom parties (communicate date again)

## JANUARY

- Form a Nominating Committee of 5 parents to recruit for the next year's Board and Chair positions. Choose one of the five to head the committee and oversee them through completion. *Note: It is a good idea to choose parents representative of a range of younger students, as they will be at Bishop's Peak for a while to come. It also makes sense to ask parents to be a part of the Nominating Committee if they would also make good Board/Chair candidates!*
- Check in with Room Rep Coordinators regarding Classroom Valentine's Day Parties.

## MARCH

- Prepare for Principal's Coffee – scheduled for a Friday morning from 8:15 – 9:00 (advertise in newsletter as well as sending out an eblast reminding families of the event). Coordinate refreshments with Hospitality Chair – similar to Welcome Coffee, but much less well attended – most likely no more than 10 - 20 people will participate.

## APRIL

- Assist Hospitality Chair with preparations for Teacher Appreciation Week (brainstorm ideas, help recruit volunteers, communicate with Room Rep Coordinator, who in turn will communicate with Room Reps)

## MAY

- Assist Hospitality Chair with Teacher Appreciation Week
- Submit a copy of next year's Board to the District (email to District PTA President)
- Work with Office Administrator to coordinate the Infosnap data for the coming year. Contact the current/future Chair responsible for each of the beginning-of-the-year forms and determine if any changes should be made. Ensure that all forms are updated if necessary.

- Contact all Board members/Chairs to encourage updating of their job descriptions/procedures if applicable. Make sure updated originals are received by President and filed in appropriate folders for use of future Board members/Chairs.
- Check in with Room Rep Coordinator to make sure all is set for end-of-year parties
- Organize card and gift for President to be presented at final PTA meeting/social
- Assist President with planning and preparation of end of year PTA Meeting/Party. *Note: Be sure to coordinate the passing on of all updated job descriptions/procedures from old Board members/Chairs to new Board members/Chairs at the final PTA Meeting/Party.*