

## **VICE PRESIDENT OF FAMILY INVOLVEMENT**

### **General Responsibilities:**

- Attend monthly PTO Board Meeting and monthly PTO General Member Meeting
- Organize/publicize Kindergarten Meet and Greet
- Be a Liaison between your Committee Chairs and PTO Board
  - Contact the chairperson in charge of that activity and ask them for an update for the board meeting.
  - Attend the General PTO Meeting where you update the attendees with the same information you shared with the board.
  - Find people to fill the chair positions under your umbrella.
  - Contact your chairs periodically through the year to check in on them and forward any information they need to know onto them. (I found that many of the chairs know much more about the event they are responsible for better than I do. They learn from past chair notes and talking to past chair. I am there to field any questions if they may come up.)
  - Help these committees understand their function and stay within the budget established by the PTO.
  - This person should sign for any PTO funds to be dispersed by the PTO Treasurer when the committee chairperson submits a request.
  - Assemble a Nominating Committee for the next year's PTO and initiate the process.

### **Positions Reporting to the VP of Family Involvement**

- Coffee in the Cafeteria
- Dads Involvement
- Donuts and Dads
- Fall Family Night
- Greene Nominating Committee
- Cultural Heritage Day
- Kindergarten Registration
- Membership
- Muffins with Moms
- New Family Welcome
- Symmes Nominating Committee
- Volunteer Solicitation
- Volunteer Coordinator (art, lunchroom, media center, & music)
- Wellness/Child Nutrition Rep.

### **Timeline of Responsibilities:**

- **May (1<sup>st</sup> year)**
  - have flyer prepared about K Meet and Greet to pass out at the K orientation
- **August**
  - organize and attend Kindergarten Meet and Greet
- **Sept-May**
  - Attend monthly PTO Board Meeting and monthly PTO General Member Meeting
- **Nov.-May**
  - “Steady stream”
- **Feb-March**

- Nominating Committee, a few meetings, several e-mails, and approaching possible nominees

### **Helpful Personality Strengths**

- Willingness to help
- Follow through