

## **VICE PRESIDENT OF WAYS AND MEANS**

### **General Responsibilities:**

- Be a Liaison between PTO Board and Fundraising Chairpeople
  - 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 you umbrella.
  - Contact your chairs periodically through the year to check in on them and forward any information they need to know onto them. Make sure they are well versed on how to get jobs done within the Symmes PTO.
  - 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.
  - Thank committee chairs for jobs well done following their event.
- Gifting PTO profits
- When appropriate, bring fresh, new ideas for fundraisers throughout the year
- Work closely with the Treasurer
- Be a liaison between the PTO and businesses who support the school
- Attend monthly PTO Board Meeting and monthly PTO General Member Meeting

### **Positions Reporting to the VP of Ways and Means**

- Bridge Books
- Book Fair
- Cash 4 Trash
- Carnival
- Cookie Sale
- Cooks Night Off (has not been a chair, responsibilities have been carried out by VP)
- Hassle Free Fundraiser
- Kroger Community Rewards/Target Red Card etc
- School Supplies
- Walk-A-Thon

### **General Timeline of Responsibilities:**

- **Aug/Sept.**
  - Busy time with school supplies, Fall fundraiser (Walkathon or Cookie sale in the recent past)/hassle free fundraiser, Book fair and making sure the everyday fundraisers are starting well
- **Sept-May**
  - Attend monthly PTO Board Meeting and PTO General Meeting
  - Follow through with Chairpersons or Fundraisers
- **Nov-Feb**
  - Support carnival as needed
- **March-May**
  - Coordinate the gifting process

- Support large spring fundraiser when appropriate (Walkathon or cookie sale in the recent past)

**Helpful Personality Strengths**

- Organized
- Energetic
- Comfortable working with outside business people