

VICE PRESIDENT OF STUDENT PROGRAMS

General Responsibilities:

- Organize the PTO fair for Curriculum night
- Attend monthly PTO Board Meeting and monthly PTO General Member Meeting
- Frame Wee Deliver winning stamp.
- 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 you 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.
 - Thank committee chairs for jobs well done following their event.

Positions Reporting to the VP of Student Programs

- After School Programs
- Author Visit
- COSI
- Family Assistance
- Field Day
- Fourth Grade Celebration
- Green Team
- Recess Equipment Monitor
- Spelling Bee Coordinator
- Symmes Players
- Symmes Stars
- Symmes Steppers
- Wee Deliver (coordinated by teacher but budget lies under Student Programs)

Timeline of Responsibilities:

- **Sept-May**
 - organize PTO Fair at Curriculum Night
 - Attend monthly PTO Board Meeting and monthly PTO General Member Meeting
- **Nov.-May**
 - “Steady stream”

Helpful Personality Strengths

- Willingness to help
- Follow through