

VICE PRESEIDENT POSITION DESCRIPTION

WEBSITE DESCRIPTION

BRIEF DESCRIPTION: Supports the RSAR PTSA president and board in their work and vision, and enhances the students' experience at RSAR by helping to produce projects and events

TIMELINE: SCHOOL YEAR COMMITMENT

HOURS: Average seven hours/month.

BENEFITS: Supports RSAR students and families. Fulfills family volunteer commitment.

TRAINING: Ideally, each year the parent of an incoming student is recruited to work with an outgoing parent for continuity of program experience from year to year. ***The vice president/co-vice president is required to attend a state PTSA training session to learn in greater detail how to better perform the job.***

RESPONSIBLE TO: RSAR PTSA community BY OTHER BOARD MEMBERS

OTHER PARTIES THAT HELP TO COMPLETE THE TASKS:

EASTLAKE CUSTODIAN (Use of facilities, unlock classroom doors for PTSA meetings): Sergey Volynets, svolynets@lwsd.org.

OTHER EASTLAKE CONTACT (Use of commons, theater, rooms, etc): Carolyn Cary, ccarey@lwsd.org.

DESCRIPTION:

- Attends RSAR PTSA BOD and extended board meetings.
- Attends RSAR PTSA meetings.
- Supports the treasurer by signing checks and with bank interactions.
- Supports and keeps contact with RSAR teachers and staff.
- Supports and attends RSAR fundraising events.
 - There are only two major events, which can be divided between the co-vice presidents, if applicable.
- Supports committee chairs.
- Identify relevant community events and discuss with BOD.
- Follows up with preparation of community events at RSAR.
- Represents RSAR at elementary schools (before choice school info. night).
- Helps with recruiting volunteers for chair or board positions (if no nominating committee is present).