

# **VFES PTO Needs You!**

The following PTO Board positions are available for  
the 2016-2017 school year...

**Vice President**

**VP of Fundraising**

**VP of Socials (2 needed)**

**Publishing Center Co-Coordinator**

Click here for more detailed descriptions of these positions. If you are interested in any of these positions or would like more information, please contact Rujuta Mandelia, [ptopres@vfespto.org](mailto:ptopres@vfespto.org).

## **PTO Board Position Descriptions 2016-2017**

### **Vice President**

Responsibilities: The Vice President is the second in command. The Vice President will hold this position for one year with the understanding that he/she will move into the President's position. The Vice President will attend all PTO Board meetings to become familiar with the process and role of PTO President, assume the duties of the President if the President is not able to attend/run the meeting or event, write the bi-weekly "Gratitude Corner" for the Falcon to become familiar with the PTO events and volunteers, assist with Falcon editing and review, assist with coordination of events and communications, and work with the President on the website.

Time Involved: 2-3 hours per month outside of school.

### **VP of Fundraising**

Responsibilities: Support the coordinators for the 5K Run in the Fall; Spirit Wear Vendor selection and interaction; support the chairperson and chair an event for the Spring Fair; support the Book Fair chairperson; track direct donations and write receipts; sell ads in the school directory (mostly repeat ads so just follow-up is needed); support the Box Top Collection chairperson; support the Winter Games Event chairperson.

Time Involved: Time needed varies depending on the event (2-3 hours per month). Busiest time of year is September through November.

### **VP of Socials (2 needed)**

Responsibilities: One VP will attend each Social event to help Social Event Coordinators and take pictures of the following events: Back to School Teacher and Staff Luncheon, Back to School Social, Scary Gym, Movie Night, Holiday

Teacher and Staff Luncheon, Winter Games Event, Pizza Bingo, Ice Cream Social, End of Year Teacher and Staff Luncheon. VP of Socials will also help make sure each of these events is run efficiently and smoothly by checking in with the Social Event Coordinators throughout the planning stages.

Time Involved: 3-5 hours per event plus attendance at the actual Social event.

## **Publishing Center Co-Coordinator**

Responsibilities- recruit volunteers; support the Chairs; communicate with teachers regarding policies, deadlines, and student stories; inventory and order supplies; log in, track, and move along stories (including revising, copying, cutting, and sending out for illustration); distribute assembled books.

Time Involved: 2-4 hours a week in the fall and winter and 5-10 hours a week in the spring, mostly in school.