

## **Available Stanley PTA leadership positions for the 2016-17 school year**

### Executive Vice President:

- Perform the duties of President in her/his absence
- Attend Executive Board and PTA General Meetings and District RAPPORT meetings
- Serve on the Budget Committee
- Provide school tours and information (in partnership with the New Families Chair) when requested by prospective Stanley families
- Work on assembling the nominating committee
- Gain a strong understanding of the Stanley PTA in preparation to become President the following year

### Hot Lunch Program Coordinator:

The hot lunch coordinator acts as the liaison between the caterer, PTA and school administration and has responsibility for scheduling parent volunteers to staff lunch distribution throughout the year. The coordinator also helps parents or students who are experiencing difficulty with the caterer or the hot lunch program. The coordinator must be on campus during lunchtime most days for the first couple weeks of school until the program is running smoothly and then once every couple of weeks to oversee the program for the rest of the school year.

### Co-chair, Opportunity Knocks:

The purpose of this program is to connect Stanley students to volunteer opportunities with caring and concerned community members and their organizations - promoting altruism, kindness and humanitarianism. Duties include scheduling opportunities with local community organizations, contacting student volunteers, purchasing craft/food supplies (when needed) and driving students to/from the event as well as providing supervision and direction during the event, or coordinating other parent volunteers to provide this support. Coordinators attend all student group meetings, twice per month, during lunchtime. Coordinators work closely with the Vice Principal and the teacher liaison.