**After School Programs Vice President**

**Placement**

Slated by Nominating Committee

Elected by Membership

**Rolls Up To**

President

**Commitments**

* Officer, Executive Board
* Manager, After School Programs Team
  + Band
  + Basketball
  + French Club
  + Chess
  + Chorus
  + Drama
  + Drawing
  + Girls on the Run
  + Golf
  + Lego Robotics
  + Lego Simple Machines
  + Mandarin
  + Math Puzzlers
  + Scratch programming
  + Soccer
  + Spanish
  + Strings
  + Tennis
  + tnkr squad

**Primary Responsibilities**

1. It is the role of the After School Program Vice President to help parents navigate the After School Program process and assist where needed for all new or continuing programs.
2. Oversees all After School Program Chairs, and, as such

* Conducts a team meeting near back to school time to ensure the team understands their roles and responsibilities plus the PTA and school policies and procedures
* Sends protocol emails, required forms, rules/requirements, requests, to ensure all programs are working off of the same requirements
* Reports to the Board on the status and progress of the variety and impact of the ASP’s on campus
* Updates the ASP Team on Board actions and other activities pertinent to their programs
* Is the liaison for all ASPs to the front office, principal, and the school district
* Builds room calendar timeline/proposal and works with front office to ensure programs have a fair & equitable use of resources
* Ensures programs meet all school, PTA and district requirements
* Ensures programs fliers include relevant information (PTA Logo, scholarship verbiage), etc.

1. Works with principal on Scholarship approvals
2. Works with Finance VP on ASP fund use
3. Works with ASP chairs throughout the year on any needs/issues
4. Coordinates with yearbook staff and program chairs to Obtain yearbook photos for each program
5. Obtains WAT&A donation(s) from each program chair from their vendor
6. Meets with new ASP Chairs and all ASP Chairs as needed
7. Helps Program Chair to back-fill positions, as needed, at any time during the year
8. Maintains a current list of program chairs and contact information
9. Approves fliers prior to eBlast or Website updates
10. Introduces ASP Chairs needing funds to the world of grant writing
11. Works with ASP chairs to fill out After-School Toolkit:

* All after-school programs are to be evaluated in accordance with end of year guidelines
* These guidelines will look at core metrics, program objectives, measurements of program success, etc.
* To date the ASP Chair has done these but is pushing for this next step to take place next year
* It is a great way for someone new to evaluate with the ASP chair if we have the right vendor in place going forward

**Time Commitment**

* This position requires a heavy time commitment in August/September (5+ hours per week prior to the start of the new school year for organizing the “ASP chairs, room requests, document submissions, etc. The rest of the year there is anywhere from a 0 – 3 hour per week commitment for reenrollment, new programs, enrollments, website updates, room requests, WAT&A, Yearbook photos, etc.
* Hours kick up again in Dec/Jan for the New Year program kick-off’s
* Responsible for preparing Winter/Spring packet (10 hours, end of November)
* This position requires attendance at all monthly board and bi-monthly general association meetings
* It involves computer time (Excel/Word required), daily responses to emails
* Excellent communication skills and a time sensitive disposition are a must

*Revised 1.24.17*