## In-School Programs Vice President

**Placement**

Slated by Nominating Committee

Elected by PTA Membership

**Rolls up to**

President

**Commitments**

* Officer, Executive Board
* Manager, In-School Programs Team
	+ FAME
	+ In Class Garden
	+ Citizen of the Month
	+ Fun Zone
	+ Project Cornerstone – ABC Program
	+ Assemblies
	+ Pre-packaged School Supplies
	+ 5th Grade Legacy Gift
	+ 5th Grade Promotion
* Manager, In-School Vendors
	+ Lunchtime Activity Program/Noontime PE (YMCA)
	+ Playworks (lunchtime and PE)
	+ Starting Arts Extension (Mr. T for 2 extra weeks)
* Manager, In-School Assemblies and Field Trips
	+ Science Camp (5th Grade)
	+ Walk Through History (4th and 5th Grade)
	+ Mission Trip Buses (4th Grade)
	+ Gold Rush (4th Grade)
	+ Assemblies
* Manager, In-School Resources
	+ Library Supplement
	+ Resource Teacher Stipend
	+ Per Student Teachers’ Funds
	+ New Teacher Funds
	+ Teacher Grants
	+ Principal’s Fund
	+ Field Trip Fund (K-3)
	+ Teacher Professional Development

**Primary Responsibilities**

1. Oversees in-school programs sponsored by the PTA as part of the in-school curriculum
	* Reports to the Board on the status and progress of the In-School Programs Team, Vendors, Assemblies, Field Trips, and Resources
	* Updates the In-School Programs Team on Board actions and other activities
	* Ensures all members of the In-School Programs Team submit a Year End Report and have a successful transition with the incoming team
	* Works with each team member to ensure they have the funds required to accomplish program goals.
	* Approves all expenditures for all programs before submitting to the Treasurer for payment
2. Serves as an officer on the Executive Board, therefore
	* Performs duties as may be prescribed in the bylaws and standing rules, or assigned by the association
	* Attends PTA sponsored workshops or trainings
	* Attends council, district, and state PTA meetings as appropriate
	* Safeguards the financial assets of the PTA by strictly adhering to PTA financial procedures as outlined in the bylaws and state and National PTA guidelines
	* Maintains a current procedure book with timeline and writes a comprehensive Year End Report to pass on to succeeding officer
3. Serves as a resource for the President by:
	* Staying current on what In-School Programs are accomplishing

**Time Commitment**

* This position requires approximately 3 hours per week
* This position requires attendance at all board and membership meetings
* March, April, May, June, August, and September will be heavier months:
	+ Renewal contracts and budget discussions with program stakeholders begin in early April (and proposed by the May Executive Board meeting)
	+ Programs are rolled out after contracts are signed at the August meeting with the School District and budgets are communicated to program stakeholders.
	+ September is busy with monitoring program launches and adjustments to the budget.
* Time commitments include:
	+ Emailing outside vendors and parent leaders about their programs and their program budgets (2 hours per week between March and September)

*Revised 1.24.17*