## 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*