## Special Events Vice President

**Placement**

Slated by Nominating Committee

Elected by PTA Membership

**Roles up to**

President

**Commitments**

* Officer, Executive Board
* Manager, Special Events Chairs
* Current Special Events
* Back-To-School Picnic
* Family STEAM Night
* Fall Festival
* Diwali Festival
* Lunar New Year Celebration
* Walk-A-Thon & Auction
* Ice Cream Social / Open House
* International Night
* Past Special Events
  + - Fun Run
    - Mornings with Mom
    - Daybreak with Dad
    - Screen Free Week
    - Late Night Science / Family Science Nights
    - Family Fun Nights (Family Movie Nights / Game Nights, Sock Hop)
    - Blood Drives

**Primary Responsibilities**

1. Oversees the Special Events Chairs and Committee/Teams, and as such:
   * Holds and conducts a minimum of three meetings with each individual event’s Chair(s) to ensure the team stays on-strategy throughout the year (one meeting at the beginning of the year to set expectations, one meeting before the first Committee/Team meeting, one meeting after the event to recap and receive the Year-End Report)
   * Works with each Chair to set goals and objectives for their event
   * Ensures all Chair(s) understand the school rules and procedures for hosting an event on campus
   * Ensures that all Chair(s) have received and read the Special Events Guide and the specific sections that pertain to their event
   * Attends the Steering Committee/Team Meetings for each Special Event or ensures the President/other Executive Board of Director (BOD)member is able to attend in absence
   * Ensures that the PTA website and the Special Event pages are updated as information becomes available
   * Reads and Proofs blurbs for Special Events before they are posted to the eBlast
   * Attends all Special Events and acts as the main liaison for the PTA on the event day
   * Reports to the BOD on the status, progress, and changes of the Special Events Chairs/Committee/Team/Event
   * Updates the Special Events Chairs on BOD actions and other activities pertinent
   * Ensures all Special Event Chairs submit a Year-End Report and have a successful transition with the incoming team
2. Oversees all Special Events, along with the President, and as such:
   * Meets with the President several times annually to ensure success
   * Ensures that the President or a BOD member is present at all major Special Event Team meetings
3. Assists with the PTA Leadership Training
4. 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
   * Maintains and updates the Special Events Guide as necessary
   * Protects members’ privacy by utilizing member information for PTA work only
   * Should become knowledgeable of the contents of the following resources:
     + *California State PTA Toolkit*
     + Unit, council, district, and state PTA bylaws
     + *Insurance and Loss Prevention Guide*
     + California State PTA website: www.capta.org
5. Serves as a resource for the President by:
   * Proofing and reviewing agendas, articles and other documents for the President
   * Exchanging ideas for meetings and issues
   * Taking on any special projects falling within the fundraising arena as needed
   * Attending meetings as requested

6. Manages and maintains the Endeavor and the Canopy Shed and their contents:

* + Maintains and organizes the universally used contents of the Endeavor and Canopy Shed to include, but are not limited to: the PTA tables, canopies, grill, nacho machine, sandbags, easels, etc.
  + Maintains, organizes and replaces the inventory of disposable contents of the Endeavor with the budget for Special Event Supplies to include, but not limited to: tablecovers, paper products, cleaning supplies, office supplies,
  + Maintains the keys for both the Endeavor and the Canopy Shed and passes a copy of the Endeavor key to the Fall Festival Chair and WAT&A Chair 2 months prior to event

7. Continuously updates the Special Events Guide (minimally at the beginning of each year)

**Time Commitment**

* This position requires approximately 5-10 hours per week
* This position requires attendance at all board and membership meetings
* This position requires someone who is able to check email daily and multiple times a day the month prior to a Special Event
* August/September will be heavy months for website updates, Back-To-School Picnic and Fall Festival prep
* January through March will also be heavy months for Walk-A-Thon & Auction prep

*Revised 1.24.17*