**Volunteer Coordinator Vice President**

**Placement**

Slated by Nominating Committee

Elected by Membership

**Rolls Up To**

President

**Commitments**

* Officer, Executive Board
* Representative for:
	+ Room Parent Coordinator
	+ Lunchtime Aides-1st-5th grades
	+ Lunchtime Aides-Kindergarten
	+ Office Helpers/Copy Helpers
	+ Morning Drop-off
	+ Hospitality/Staff Appreciation
	+ Book Fair
	+ Walk and Roll
	+ On Call E-mail Coordinator

**Primary Responsibilities**

1. Oversees the Volunteer Coordinator Team and as such,
* Holds and conducts a minimum of three team meetings to ensure the team stays on-strategy throughout the year.
* Reports to the Board on the status and progress of the Volunteer Coordinator Team.
* Updates the Volunteer Coordinator Team on Board actions and other activities pertinent to their programs.
* Ensures all members of the Volunteer Coordinator Team submit a Year End Report and have a successful transition with the incoming team.
1. Signs reimbursement checks as needed.
2. Recruits all volunteer leaders not recruited by the Nominating Committee.
3. Organizes and hosts the “Volunteer Fair” held at the beginning of each school year.
4. Maintains the PTA Leadership Roster.
5. Assists in hosting the PTA Leadership Training.
6. Responsible for collecting total number of volunteer hours to be reported to the PTA Historian at the end of the year.
7. Organizes the volunteer recognition awards for the “Volunteer Appreciation Breakfast” to be hosted by the Teachers at the end of the school year.
8. Fills any Program/Event Chair positions, as needed, at any time during the year.
9. Serves as an officer of the Board of Directors, therefore
* Performs duties as may be prescribed in the bylaws and standing rules, or assigned by the association
* Attends PTA sponsored workshops or trainings when possible
* 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
* 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](http://www.capta.org)
1. Serves as a resource for the President by:
* Maintaining a current list of program chairs and contact information
* Sharing ideas at board meetings to promote a positive atmosphere for volunteers and to help maintain a strong volunteer community
* Taking on any special projects falling within the volunteer coordinator roll provided a reasonable time is given to complete such tasks

**Time Commitment**

* This position requires a heavy time commitment 3 weeks prior to the start of the new school year for organizing the “Volunteer Fair” as well as 6 weeks prior to the end of the school year for collecting volunteer hours and organizing the recognition awards. Most hours for this position are concentrated at these two times of the school year
* Hours can also increase beginning in April/May in order to begin filling positions for the following school year. Communications may become heavier at this time
* The hours between the months of November and March will vary and are determined by the number of open positions that need to be filled
* This position requires attendance at all monthly board and bi-monthly general association meetings
* It involves some computer time and requires someone to check email daily

*Revised 1.24.17*