



Bell Elementary PTSA

Vice President of Student Enrichment - Role Description

1. Attend all Board Meetings and General Meetings of the A.G. Bell PTSA. Provide a report to the President and board, as applicable.
2. Responsible for coordinating all Student Enrichment programs and events at the school (or virtually, if applicable).
3. Recruit Chairpersons and volunteers for committees for each event as needed throughout the school year (for this year and the following year).
4. Provide support for all Committee Chairs to ensure the chairperson has all he/she needs to manage the committee, including aiding in recruitment of an adequate number of volunteers.
5. Ensure that the Committee Chairs are coordinating with school staff to ensure all calendars are up to date and completing building use forms for each event (well in advance). Coordinate with the janitorial staff for table, chair, garbage/compost needs.
6. Ensure the Committee Chairs are promoting the events through all outlets (Website, Bulldog Blast, School newsletter, staff newsletter, flyers, social media, signs at school, reader board, etc.)
7. Ensure the committee chairs have covered all necessary details for each event (e.g., contracts with vendors signed, W9 obtained from all vendors, vendors are approved as volunteers via LWSO, enough tables and chairs, food, decorations, music, cashbox, garbage/recycling/compost bins, etc.)
8. For the before and after-school enrichment classes, work with the administrative team to secure locations, ensure registration is managed appropriately, class minimums are being met, chaperones have been secured for each class, the vendor contracts have been completed and W9s have been obtained by each vendor, and all enrolled families are receiving regular communication about classes (e.g., start date/time, end date/time, location, pick-up and drop of expectations, student behavior contract, etc.). In 2022 we partnered with 6 Crickets. Work closely with them to ensure all of the above items are managed properly.
9. Ensure each event is planned in accordance with the approved budget (if applicable)
10. Provide an updated report at all board and general membership meetings on the current status of committees and volunteers for all student enrichment programs.
11. Maintain a complete list of all committee chairs and volunteers, and provide a list of past or interested volunteers to the committee chairs and to the board.
12. Maintain the VP of Student Enrichment notebook (now digital) and pass it on to the incoming VP with instructions



Committees to include, but not limited to:

<ul style="list-style-type: none"> • Enrichment Classes • Fall School Pictures • Science Day • S.T.E.M. Night • E-Prep • School Pictures • School Play • Book Exchange • Book Fair 	<ul style="list-style-type: none"> • Egg drop • Hearing/Vision Tests • Art Liaison / Mrs. L • Reflections • Advocacy • Supporting Bell families in-need • Pantry Packs • Holiday gift drive
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