



Bell Elementary PTSA

Vice President of Community Events - 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 community events at the school.
3. Recruit Chairpersons and volunteers for committees for each event as needed throughout the school year (for this year and the following year). *See committee list below.*
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 approved as volunteers via LWSD, enough tables and chairs, food, decorations, music, cashbox, garbage/recycling/compost bins, etc.)
8. Ensure each event is planned in accordance with the approved budget
9. Provide an updated report at all board and general membership meetings on the current status of committees and volunteers for all community events.
10. 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.
11. Maintain the VP of Community Events 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"> • Kindergarten Registration • New Family Brunch • Staff Welcome Brunch • Kindergarten Playdate • Back to School Picnic • Walk to school Week • Harvest Party • Yearbook 	<ul style="list-style-type: none"> • Green Team • Staff Appreciation • Talent Show • Movie Night • Multicultural Night • School Dance • Art Walk • Volunteer Appreciation
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BELL PTSA ORGANIZATIONAL STRUCTURE

