**1st VP Responsibilities**

**MAY**

--Attend PTA Installation Brunch

--Send out the Committee Chair request paper to get as many committees covered as possible before school ends

--Email current committee chairs and ask if they are interested in continuing with committee for the next year

--Email current committee chairs to make sure all binders are turned into PTA room before the end of the school year so they can be worked on over the summer

--Meet with new Executive Board to go over plans for the next year

**JUNE—JULY**

--Compile list of committee chairs

--Continue to fill committee chair positions

--Work on committee chair binders to update over the summer

**AUGUST—September**

--Finish filling committee chair positions

--Finish updates to committee chair binders

--Send out a request via the book bags for volunteers for each committee

--Compile a list of volunteers for each committee

--Compile e-mail “Committee Chair Digital Folder” for committee chairs including:

* List of committee chairs and contact info
* List of volunteers for each committee with contact info
* Copies of financial forms needed
* Copies of Tax Exempt forms
* ArrowHeadlines deadline dates
* Committee Chair Quickpoints “Dos and Don’ts”

These items are also in the Committee Chair Binders and are available online at our PTA website

--Hold a Committee Chairperson Meeting to hand out binders, go over all of the information needed, and to answer any questions

**October-June**

--Contact committee chairpersons to make sure they are “in the know” about what is going on with their committee

--Provide support and guidance in running the committees

--Request additional volunteers for committees if needed

--Attend PTA meetings or send report if you cannot make it to the meetings

--Early in the year Request Tomahawk Room for final PTA meeting of the year (PTA Volunteer Brunch)

--Organize the PTA Volunteer Brunch and send out invitations via e-vite

--Contact all Committee Chairs to get a list of every volunteer for the year for invitations to brunch

--Work with incoming 1st VP to hand over responsibilities smoothly