



## **Hauser PTO Executive Board Position Descriptions**

### **SECOND VICE PRESIDENT – Volunteers**

Time Commitment: 2-4 hrs/Month

- Busiest time at the beginning of the year finding volunteers for each chair position (with help of board, if needed) and during big events (Teacher Appreciation, Graduation) helping guide event chairs as needed.

Job Description:

- Recruit, assign, and coordinate chairpersons with assistance (if needed) of Board.
- Help guide/oversee committee chairs.

Typical Monthly Responsibilities:

- Attend General Membership and Executive Board Meetings
- Provide chairperson updates during meetings
- Check-in with chairpersons to provide support, as needed

Typical Annual Responsibilities:

- Determine which committee chair positions of large scale events/fundraisers (Plant Sale, Food Drive, Staff Appreciation) might need to be filled next year and reach out for volunteers to shadow current chairpersons with help of President and current officers.

Training and Resources:

- One-on-one with outgoing second vice president
- Past files and examples