



## Hauser PTO Executive Board Position Descriptions

### **THIRD VICE PRESIDENT – Fundraising**

#### Time Commitment: 1-2 hours/Week

- Busiest at the beginning of the year establishing fundraising schedule and during big fundraisers (Food Drive, Book Fair, Plant Sale) assisting fundraising chairs as needed.

#### Job Description:

- Works with board to plan and organize PTO fundraising activities
- Works with board to plan and organize non-fundraising activities/events to grow family engagement
- Help guide/oversee fundraising committee chairs

#### Typical Monthly Responsibilities:

- Attend General Membership and Executive Board Meetings
- Present reports on current and proposed fundraising activities at board and general membership meetings

#### Typical Annual Responsibilities:

- Work with board to assess past fundraisers and what might be changed or improved on in the future
- Research new ideas and make suggestions to the Board for new fundraising events and programs, if needed

#### Training and Resources:

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