

Vice President of Events

Time Required:

- 1 hour for general PTA meetings, 5 times a year
- 1-2 hours for board PTA meetings, frequency and time length determined by current board
 - 7 hours a week prior to events
- Busy times are mid-summer to September and before each event

Summary:

- Develop a calendar of events and seek approval from the Board
- Plan special events that build a sense of community
- Establish and oversee committees needed to implement planned events
- Responsible for all events
- Provide status to PTA Board during event planning
- Attend all events
- Complete post event analysis
- Carry out the presidents' duties in their absence or inability to serve

Committee Responsibilities:

Committee for each event – calendar of events determined by the Board each summer