

## Wakefield Elementary PTA VP-Events

Objective: To ensure the year's events are successful, occur on schedule, and are within budget.

1. Member of the PTA's Board
  - a. Attend monthly meetings (overlap in June, term runs thru following June)
    1. Provide input on plans, priorities, events, etc
    2. Voting member
  - b. Attend any necessary training
  - c. Attend General PTA meetings
  - d. Become a member of the PTA
  
2. Be the Board's liaison with the designated chairpersons/committees
  - a. Be knowledgeable of each committee / service and their purpose.
    1. Know the chairperson for each activity / event.
    2. Be clear on the expected results
  - b. Provide guidance to the committee chairs
    1. Communicate policies, changes, expectations to chairpersons
    2. Communicate updates, needs, issues, etc to Board
  - c. Initial discussions with each chairperson re. details of the committee:
    1. Timing
    2. Budget
    3. Resources Needed
    4. Administrator Support / Approvals Required
    5. PTA Policies (ex: distribution of printed materials, financial procedures)
  - d. Ongoing updates from chairpersons
    1. Monthly, prior to each Board meeting
    2. More frequent as committee starts and as work progresses
    3. Summary of results when work is completed
  - e. Assist with any barriers or problems as needed
  - f. Provide the proper resources (Board members, etc)

**Committees Typically Include the Following:**

Welcome Walk/Ba	Talent Show	5 <sup>th</sup> Grade	Family Dance
School Night		Celebration	
Bingo Nights	Fall Festival	Spring Carnival	

Check specific "Committee Structure" document for more details.