

Wakefield Elementary PTA VP-Fundraising

Objective: To ensure Fundraising occurs within financial guidelines and successfully raises the monies needed for the year.

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. Fundraising Plan Development
 - a. Develop proposal and bring to Board for review/approval
 - b. Lead execution of the plan throughout the year by working with chairperson for each fundraising committee

3. 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. Have 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. Obtain updates ongoing 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:

Fall Fundraiser	Membership	Spirit Nights	Art by Me (every two years)
Spring Fundraiser	Book Fair	Box Tops	Community Partners

Check specific "Committee Structure" document for more details.