

Committee	Title	Main Responsibilities	Time Commitment	Consequences
Executive Board	Principal			
Executive Board	President	Lead monthly meetings. Manages Facebook. Attends all VPFA Board and General Meetings. Able to accept money at school events. Signs checks	5+ hours per week.	Out of compliance with the bylaws and no leader
Executive Board	Vice President	Backs up president. Manages Facebook. Attends all VPFA Board and General Meetings. Able to accept money at school events. Signs checks	1 evening per month for VPFA Meetings. Also must "work" at many school events.	No back up to the President.
Executive Board	Treasurer	Deposits and reconciles all fundraising checks. Manages Facebook. Handles all payables. Manages the monthly and annual budget. Attends all VPFA Board and General Meetings. Able to accept money at school events.	1 hour per week, at home on your own time. 1 evening per month for VPFA Meetings. Also must "work" at many school events.	No money can be banked or spent. Out of compliance with bylaws
Executive Board	Corresponding Secretary	Sends weekly Constant Contact Eblasts Responds to email questions. Posts to school Facebook Page. Gives teachers birthday cards. Attends all VPFA Board and General Meetings. Able to accept money at school events.	1 hour per week, at home on your own time. 1 evening per month for VPFA Meetings. Also must "work" at many school events.	No communication to families about events. Teachers not recognized. Out of compliance with bylaws.
Executive Board	Recording Secretary	Takes notes for Minutes at all VPFA Meetings. Manages Facebook. Attends all VPFA Board and General Meetings. Able to accept money at school events.	1 hour per month typing up Minutes. 1 evening per month for VPFA Meetings. Also must "work" at many school events.	No minutes taken at meetings. Out of compliance with bylaws
Executive Board	Ex-Officio	Acts as "historian"	usually an ex -officer doesn't really come to meetings	out of compliance with the bylaws
Executive Board	Faculty Representative, K - 2nd	Be adored by parents. :) Attend VPFA Meetings and provide updates about your grade level.	1 evening a month for VPFA Meetings	out of compliance with the bylaws
Executive Board	Faculty Representative, 3rd - 5th	Be adored by parents. :) Attend VPFA Meetings and provide updates about your grade level.	1 evening a month for VPFA Meetings	out of compliance with the bylaws
Director of Standing Committees	Association Services	Directors oversee their departments, they are responsible for checking in with event chairs and making sure everything is being taken care of. Reporting to the board if needed and helping when needed.	As much as you want to give it.	Event chairs and departments are responsible for themselves.
Director of Standing Committees	Educational Services	Directors oversee their departments, they are responsible for checking in with event chairs and making sure everything is being taken care of. Reporting to the board if needed and helping when needed.	As much as you want to give it.	Event chairs and departments are responsible for themselves.
Director of Standing Committees	School Services	Directors oversee their departments, they are responsible for checking in with event chairs and making sure everything is being taken care of. Reporting to the board if needed and helping when needed.	As much as you want to give it.	Event chairs and departments are responsible for themselves.
Director of Standing Committees	Fundraising	The liason between the board and each of the Fundraising's chairs. Approaches board with Fundraising possibilities. Assists with fundraisers	This position can require more or less time depending on how much you help with each fundraiser. Ideally attending General VPFA meetings (once every other month) at minimum.	
Association Services	2017 Kindergarten Social			
Association Services	Hospitality	Organizing staff lunches for in-service days, teacher appreciation week and holidays, school coffees	a few hours each month to order food and set up when needed	no hospitality
Association Services	Welcome Back Dinner Dance			
Association Services	Family Movie Night			
Association Services	Ice Cream Social			
Association Services	Classroom Enrichment Fund			
Association Services	Talent Show	Works with staff to organize and facilitate talent show		No talent show
Education Services	After School Enrichment			No after school enrichment.
Education Services	Art Fair			No Art Fair.
Education Services	Assemblies			
Education Services	Community Fair (Big Wheel Day)	Purchase lemonade, popcorn, etc. Sell after school on a Wednesday in the fall for about 1 hour.	About 4 hours over 2 days.	No Big Wheel Day.
Education Services	Garden			Garden will fail to thrive.
Education Services	Reading Lab			
Education Services	Red Ribbon Week			
Education Services	Science Fair			
School Services	All-in-One			
School Services	Emergency Preparedness			
School Services	Room Parent Coordinator	Responsible for contacting teachers at the beginning of the year to collect Room Parent Info. Distribute expectations to room parents. Advising Room Parents if they have questions. Send reminders for events / coordinate staff appreciation.	about 1 hour per month	No liason for room parents to come to.
School Services	School Directory	This is done by the office staff.		
School Services	Valhalla Voice Editors			
School Services	Yearbook	Mrs. Neys is in charge of the Yearbook.		
Fundraising	After school events (movies)			
Fundraising	Auction			
Fundraising	Boosterthon			
Fundraising	Bowling Night			
Fundraising	Box Tops for Education	5th grade has this fundraiser now		
Fundraising	Oak A's			
Fundraising	Otis Spunkmeyer			
Fundraising	Read-A-Thon			
Fundraising	Restaurant FUNdraisers	Contacting Restaurants to set up fundraisers. Advertise - post flyers and communicate to Corresponding Secretary to publish in CC Follow up with restaurants if funds don't come in.	Ongoing throughout the year. Typically 1-2 hours per month.	Loss of funds - approximately \$1500-2000 per year.
Fundraising	Scholastic Book Fair			
Fundraising	Square 1 Art	Contact Square 1 to let them know the dates we would like to turn in artwork and catalogs. Put the artwork templates into the teacher's cubbies. Collect artwork and mail them in. Mail in paper catalogs and distribute products to classrooms.	About 7 hours in a 3 month period.	
Fundraising	Spirit Wear Sales	Creating gear drives, picking up and delivering items - also giving teachers their birthday items	a few hours every few months	
Fundraising	Valhalloween			