

Madden Elementary School PTO

Plan of Work

Position	Vice President / Ways & Means Chair
Position Type	Elected – Executive Board
Role Overview	<p>In the absence of the President, the VP shall perform the duties and exercise the authority of the President.</p> <p>Mini-grants shall be distributed and accounted for by the VP. Designated Ad Hoc Committees deemed appropriate shall also report to the VP. The VP shall have parliamentary duties, in the absence of Parliamentarian at all PTO Meetings.</p> <p>Additionally, the VP shall hold all duties and responsibilities as the Ways and Means Chair, with responsibility for fundraising activities of the PTO, overseeing the Fundraising Chair.</p> <p>The VP Shall be authorized to sign on all bank accounts as one (1) of two (2) required signatures on all checks.</p>
Budget for Role Activities	<i>To Be Confirmed Following Budget Approval - May 2023 Meeting</i>

Required Activities	Start Date	Completion Date	Notes	Budget
Oversee Fundraising Chair Activities	May (elections)	May (following year)	Fundraising Chair Activities <ul style="list-style-type: none"> ● Sponsorships ● Spirit Nights ● “Small” fundraisers (e.g., Penny Wars) 	\$
Chair “Large” fundraisers	May	July	Fall Donation Drive Spring Carnival	\$
Oversee Spirit Wear activities			Coordinate with Spirit Wear and Membership Chairs	\$
School Supply Sales			<ul style="list-style-type: none"> ● Complete Current Year Sales - Delivery & Distro Back to School Night - August ● Prepare sales - Contact EPI - February <ul style="list-style-type: none"> ■ Confirm Teacher requirements ■ Sale Logistics for May - June 	\$
Oversight of Room Parent Coordinators			<ul style="list-style-type: none"> ● Logistical Support ● Party Purchases (Debit Card) 	
Oversight of Yearbook			<ul style="list-style-type: none"> ● Logistical Support as needed <ul style="list-style-type: none"> ○ ex: Sponsor follow-ups for advertising, sales incentives, volunteer coordination with VIPS for in-person sales activities 	

Resources