

Rock Ridge PTO

400 Heritage Ave, Castle Rock, CO 80104



Executive Board Job Description for VICE PRESIDENT

- Functions as a Co-Chair with the President
- Collect committee event dates/times/locations for master calendar
- Manage Spirit Wear
 - Ordering, inventory, selling
- Recruit/interview committee chairs as needed
- Approve committee flyers and obtain approval through DCEF as needed
- Timely respond (24-48 hours) to daily communications from executives, school and committee chairs
- Write and prepare speeches/presentations as needed for:
 - Back to School night
 - Volunteer orientation
 - Kindergarten orientation
 - Other events as needed
- Attendance at monthly public PTO meetings and 2-4 executive board meetings per school year
- Attendance at DCEF meetings (usually annual)
- Get all agenda items to Secretary prior to meetings
- Discuss issues/resolutions
- Deliver announcements at the conclusion of monthly meetings