

M-A PTA Co-Vice President Responsibilities

Updated February 22, 2018

1st year of 3 year commitment

Approx. 55 hours

Ongoing activities:

- Attend monthly executive board meetings.
- Attend miscellaneous meetings as PTA and/or M-A representative . May substitute for President at meetings as needed.
- Participate in committee meetings, events and volunteer opportunities – such as Arena Check-In, Challenge Day and Fashion Show - in order to learn how each group operates.

August 4-10 hours

- Attend meeting of new officers and committee chairs.
- Assist at PTA table at Arena Check-In if possible.

September 7-9 hours

- Help with New Teacher's Lunch in PAC lobby.
- Check in with chairs of 8th Grade Info Night, assist as needed.
- Start contacting potential Nominating Committee members (6).

November 5-7 hours

- Run notice in BearNotes for the 2 weeks before the November general meeting announcing names of Nominating Committee slate and that they will be voted on at November general meeting.
- Announce Nominating Committee slate at general meeting prior to vote.

December 3-4 hours

- Participate in gathering gifts for PTA gift drive for family(s) adopted by PTA; also gather cookies for custodian cookie plates (at December executive board meeting)
- Try to set dates for Nominating Committee meetings which start in January.

January 4-5 hours

- Start Nominating Committee meetings and outreach. Run notices in BearNotes soliciting nominations. New board slate must be voted on at April General PTA meeting.

February 6-7 hours

- Continue Nominating Committee meetings and outreach.

March 6-7 hours

- Continue and start to wrap up Nominating Committee process

April 7-8 hours

- Meet with Karl Losekoot and M-A Administrative Support to plan Arena Check-In.

- Update Banner in the copy room to reflect new staff members who have worked at M-A for 20+ years (“Platinum Club”). Contact Simone’s assistant Noemy “Mimi” Menjivar re: names to be added. Contact for changing banner is Leslie Peck, lpeck@jpdigital.com.

May 8-9 hours

- Help chair of May Staff Appreciation Luncheon to plan and organize event. Attend event.
- Coordinate with staff to help set up graduation stage (flowers and signage).