

MITCHELL MUSTANGS



PTO Vice President Walkthrough of Duties

Thank you for taking on/interest in the role of PTO Vice President. Below you will find a walkthrough for procedures and recommendations that will help it run smoothly.

1. Duties:

1. The Vice President shall assist the president and carry out the President's duties in his or her absence or inability to serve.
2. The PTO VP oversees the following Chairpersons:
 1. Welcome Back Night Chairperson: Planning and organizing our annual welcome back night. Please refer to the welcome bank night chairperson packet for more information.
 2. Fall Fest Chairperson: Duties include planning our annual Fall Fest Event, including games, theme, fundraising component (for example teacher auction) food sales or vendor, reporting to the group at large on progress, etc. Please refer tot the Fall Fest chairperson packet for more information.
 3. International Night Chair: Duties include: Chairing the committee for planning and organizing our annual International Night Celebration, including but not limited to games, theme, sampling tables, performers, etc. Please refer tot the International Night Chairperson packet for more information.
 4. Volunteer Coordinator: Duties include creating sign ups for volunteers for events, as well as working to build strong connections in the community to support volunteerism at large.
 5. Teacher Appreciation Chairperson: Duties include, chairing the committee for planning and organizing our annual week long appreciation event, including but not limited to, meals, gifts, decorations, theme, etc. Please refer to the teacher appreciation pack for more information.