



EXECUTIVE BOARD

VICE PRESIDENT—FINANCIAL SUPPORT

PURPOSE: TO LEAD AND SUPPORT COMMITTEE CHAIRS

Make sure committee chairs are informed of their responsibilities, support them in getting it done and stay informed on their activities and budgets. A Vice President may be called upon at any time to assume temporarily the place of the President. The following committees are included in Financial Support:

- Corporate Sponsors
- Directory
- Grocery Scan Cards
- Membership

During the summer, have a meeting with all of the Financial Support chairs to discuss responsibilities, to get to know each other, to discuss budget requests, and to welcome them. Establish open lines of communication.

Membership is the most time-intensive of the Financial Support committees, especially during the summer months, when plans must be made, membership forms finalized and distributed via mail and at “open house” type events, and all memberships for the year must be managed and entered. This committee needs a lot of support during that time. Also during the summer, the membership chair must work out logistics of getting forms to the Volunteer Coordinator in order to create a volunteer database.

The directory committee also requires a great deal of planning and organization. Renewal letters to previous year’s advertisers must be formatted and mailed in early June. Preliminary discussions must also begin with potential printers to obtain quotes. These quotes will be used to assess how much advertising must be sold to offset the printing costs. Late in the summer, the administrative and PTSA sections of the directory may be finalized so that the only item remaining to finalize is the student listing, removing the entries of those who have selected the “opt out” option.

During the school year, be aware of all upcoming events and communicate by phone with all chairs *at least* monthly. Also communicate any news, plans, concerns, or questions to the co-presidents at least monthly.

Encourage chairs to promote their activities in the PTSA electronic newsletter and web site. If any event might generate interest in the larger community, consider contacting the Publicity chair to get an article in the local press.