



EXECUTIVE BOARD

VICE PRESIDENT—HOSPITALITY

PURPOSE: TO REWARD, RECOGNIZE, CELEBRATE AND WELCOME STAFF AND STUDENTS.

Make sure committee chairs know what to do, 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 Hospitality:

- Honors Recognition
- Honors Night
- Newcomers Welcome
- Staff Appreciation

When planning a proposal for Hospitality, please keep the following guidelines in mind:

- Programs and services should align with school goals, policies, and procedures.
- Programs and services should align with PTSA mission and vision.
- Every attempt should be made to secure donations/underwriting prior to using budget funds.
- Teachers' and students' instructional time must be carefully considered.
- All programs and services must be explicitly approved by the school principal and PTSA co-presidents prior to any publicity or other actions.

During the summer, have a meeting with all of the chairs in the area, to get to know each other, to discuss responsibilities, to discuss budget requests (generally, all committees in this area need a budget), and to welcome them. Establish open lines of communication.

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.