



EXECUTIVE BOARD

VICE PRESIDENT—SCHOOL SERVICES

PURPOSE: TO PROVIDE SERVICES THAT HELP THE SCHOOL RUN EFFICIENTLY; TO FACILITATE PARENT INVOLVEMENT IN THE SCHOOL

Make sure your 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 School Services:

- Attendance Office volunteers
- Front Office volunteers
- Media Center volunteers
- Parents Assisting Teachers (P.A.T.)
- Textbook Distribution & Collection
- College & Career Cove volunteers

The committees in this area of the board are involved primarily in soliciting and organizing volunteers for various areas of the school. The School Services area has a lot of planning and organization to do in the few weeks prior to and following the opening of the school year. The chairs must meet with their contacts at the school (e.g., media center chair meets with media specialist) to determine the optimal schedule. Then, they must get volunteer information from the volunteer coordinator and set up a schedule and any required training. Once the schedule is set and the volunteers are in place, the remainder of the year is spent just making sure that things flow smoothly, adjusting schedules as needed.

During the summer, have a meeting with all of the chairs, to get to know each other, to discuss responsibilities, to discuss budget requests, 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 your chairs to promote their activities in the PTSA newsletter and on the PTSA and school web sites. If any event might generate interest in the larger community, consider contacting the Publicity chair to get an article in the local press.