

VICE PRESIDENT

AVAILABILITY REQUIREMENT: Attend monthly Executive Committee meetings, August through May.

Duties:

1. The main duty of the Vice President is to work closely with the President to oversee parent committees and co op responsibilities.
2. Perform duties of President in his/her absence and additional duties as requested by the President.
3. In July, meet with President, Director and teacher representative to assign parent jobs.
4. Once jobs are assigned, contact teachers to let them know who their Class Parent will be and provide them with their contact.
5. In August, coordinate with the President to meet with all parent committees during the August playdate or at another time if they cannot attend the playdate. Give each committee their binder and duties for the year. Point out "upcoming assignments" and get them started on planning events.
6. Act as the liaison between the committee chairs and GUMC when setting up events. Communicate expectations of GUMC regarding cleanup and special equipment
7. There should be at least one person attending all school events as President, Vice President or Secretary. This person should oversee clean up.
8. After the End-of-Year survey results are given to you by the director, compile feedback for each committee, including Enrichment, Social, Fundraising and Recruitment. Ask each committee to put the feedback in their binders, and direct new Chairs to this information at the Committee meeting in August.
9. Along with the director and the Exec Committee, plan and execute the Spring fundraiser

As a member of the Parent Co-op Group- Executive Committee and a leadership position, this job requires confidentiality, discretion, professionalism, and respect for fellow preschool families.

Signature of Vice President agreeing to duties outlined above, and receipt of Vice President's binder and jump drive:

Name Printed _____

Parent Signature _____ Date _____