

Dailard School Foundation

Job Title **Vice President**

GENERAL DESCRIPTION

Assist President and other Board Members in their various duties by offering support and/or help as needed. Provides assistance with recruiting volunteers. Host and develop Volunteer mixer. Maintaining contact with volunteers throughout year, making volunteer requests throughout the year. Additional check signer for Treasurer. SSC & SGT liaison, attending monthly SSC & SGT meeting and reporting back to DSF. Chair of the Bylaws Committee. Host bylaw committee meetings as necessary and update as needed.

SPECIFIC POSITION DUTIES

- Stays in close communication with all Board members regarding their needs and responsibilities
- The main point of contact for the DSF in the volunteer pool
- Develops, schedules and hosts volunteer recruitment meetings throughout year
- Responds to volunteer questions, needs or passes along to the appropriate person
- Attend monthly SSC & SGT meeting and reports back to the DSF board
- Serves as a backup spokesperson for the DSF when applicable
- Is a visible presence at school and school events
- Develops and executes the agenda for Board meetings as needed by President
- Facilitates open communication with the 5th grade committee
- Helps to coordinate and oversees the Pledge Drive
- Helps to prepare weekly message for submission to Principal for Sunday phone message.

BOARD MEMBER RESPONSIBILITIES

- Attend DSF Board Meetings and General Meetings
- Be an enthusiastic supporter of all activities and projects of the DSF.
- Be an ambassador of the DSF, saying positive things about activities and explaining the DSF to parents who may not understand the purpose of the organization.
- Encourage parents to become active participants.
- Be host/hostess at any DSF function, making sure everyone is comfortable and feels welcome.
- Be willing to assist with other tasks as needed.

POSITION TERM 1-2 Academic Years

TIME COMMITMENT Medium