

Vice-President Job Description

Supervision of all PTU activities and fundraisers:

- Fall Fest
- Craft Boutique
- Santa Shop
- Holiday Sale Distribution
- Catholic Schools Week Teacher Appreciation Activities
- Walk-A-Thon

Create Sign-Up Genius for all PTU events including but not limited to:

- Fall Fest
- Craft Boutique
- Santa Shop
- Walk-A-Thon
- Father/Daughter
- Mother/Son
- Uniform Collection
- 8th Grade Graduation

Chair 8th Grade Graduation Reception:

- Order Food
- Flowers and decorations
- Picture frames
- Solicit 7th grade parents to help with the event
- Event set up and clean up

Monthly board meeting attendance and quarterly open meeting attendance.

Assist the President in anything PTU-related happening at school.

Is in training for the President's position as it becomes available.