This is a general job description. Specific duties may vary from year to year.

Vice President of Fundraising

The Vice President of Fundraising is responsible for overseeing and directing all PTSA fundraising efforts.

The Vice President of Fundraising's job responsibilities include, but are not limited to, the following activities. The Vice President of Fundraising shall:

❖ Attend the Washington State PTA "PTA and the Law" class and follow all rules and recommendations outlined in the publication, *PTA and the Law*.

❖ Report to the President, serve as an active participant on the Board of Directors, and attend PTSA board meetings with voice and vote. Present to the General Membership at regularly scheduled and special meetings.

❖ Submit and present completed Program Planning Forms at board meetings for all existing and proposed PTSA programs.

❖ Write a detailed communication plan for each fundraising event/program; create and submit articles to the Communications Director for appropriate publication.

❖ Ensure that all fundraising activities align with budgetary requirements.

❖ Be responsible for maintaining a notebook with detailed notes, instructions, and financial records and pass all pertinent materials on to his/her successor.

❖ Be responsible for recruiting and selecting all fundraising committee chairs, subject to the approval of the Board of Directors.

❖ Supervise and train all fundraising committee chairs.

❖ Be responsible for approving (in writing) all funds disbursed in connection with all fundraising efforts in a timely manner.

❖ Ensure that all committee chairs collect and submit funds to the Treasurer in a timely manner.

This is a general job description. Specific duties may vary from year to year.

❖ Work with committee chairs to ensure accurate and detailed notes, instructions, and financial records are kept for each event.

❖ Not serve as the chair of an event, program or committee within the fundraising area without prior approval from the Board of Directors.

❖ Perform other duties as assigned.