



Montessori of Winter Garden Charter School
PTO VICE PRESIDENT JOB DESCRIPTION
Updated 3-4-15 by Marsha Viviano & Kristin Chase

*As defined in the MWGC PTO bylaws article VII-Officer Duties-
The Vice president shall:*

1. *Perform the duties of the President in his/her absence, resignation, or inability to serve.*

Ongoing (Weekly and Monthly) Duties:

- Communicate with President on an as needed basis.
- Took over Pizza Friday coordination in the absence of a coordinator.
 - Streamlined Pizza Friday
 - Communicated with School Office and Pizza Friday volunteers on a weekly basis.
 - Ordered Pizza weekly from Italian Garden Restaurant
 - Ordered Paper products as needed from Amazon.
 - Purchased applesauce and juice boxes from Publix monthly.
 - Kept spreadsheet of pizza orders and developed rosters weekly.
- Attendance at PTO meetings, preparation meetings and event planning meetings.
- Community development - developed relationships with vendors, venues, school families, and businesses to benefit our school.
- Attendance at PTO and School events.
- Implementation and training of Square for PTO and School - (Online payment system)
 - Sent invoices to vendors and pizza friday patrons as needed.

Event Duties:

- Assisted in the recruitment of vendors for events (e.g., Fall Fest, Healthy Families-Healthy Planet event, Spa Night).
- Coordinated food vendors for events. (i.e. food vendors - Pizza at Open House & Fall Fest, Perrotti's for Winter Fest)
- Assist in coordination of Teacher Appreciation week with Room Parent Chair.
 - Coordinate and implement the preparation and serving of the Teacher Luncheon.
- Assist chairpersons in planning and implementing Spa Night.

Monthly Time Commitment - 10-20 hours per month (depending on event frequency)