

## Endeavour Elementary PTSA Elected Board Member Job Descriptions VP of Events

Email: [Events@endeavourptsa.org](mailto:Events@endeavourptsa.org)

### Key Responsibilities:

- The VP of Events will guide each committee chair and ensure timely execution of all activities. All activities must adhere to allocated budgets for which the VP of Events will be responsible. As a member of the board, the VP of Events will attend monthly meetings, participate in decision making and vote on proposals.
- Liaison between event chairs & VP of Comm for pre & post-event JP & Social content distribution
- May help to develop new events as needed.
- Event Chair welcome email [new for 24-25]
  - Saving files to Endeavour PTSA Sharepoint
  - [Endeavour PTSA Communication Plan Template.xlsx](#) (we will need to update owners in this document as roles shift)
  - [Committee Budget Worksheet Template .xlsx](#) (a general budget estimate needs to be developed and shared with PTSA Board for visibility p)
  - [Flyer Guidelines.docx](#)
  - [Printing Guidelines Endeavour PTSA.docx](#)
  - Guidelines for meeting with Endeavour Administration (meetings should include a Board Member or, at a minimum, explicit buy in from Board Representative on the plan).
- Designated signer for any event related contracts (+ President signer)

### Commitment:

- 15-20 hours per month
- Attend monthly Board meetings
- Attend General Membership meetings (3x's per year)
- Complete annual training requirement

### Event

- Spooky Supper (Fall)
- STEM Night or Heritage Night (alternates annually in early Spring)
- Art Walk (Spring)
- 5<sup>th</sup> Grade Party & Promotion