### Milltown School Job Description

### Vice President, Events

**Position responsibilities**

* Ensure that events during the year are executed in accordance with the goals/vision and budget set forth by the Executive Board.
* Advise the PTO Executive Board of expected earnings or projected budget for each event.
* Ensure events are posted on the school/district and PTO Calendar
* Work with the committee to ensure that each event is organized and planned using the Roadmap of Organizing Events.
* Participate in the development of the PTO plans for the following year
* Oversee and approve expected earnings or projected budgets with Treasurer
* Recruit, manage, motivate and retain volunteers
* Participate in a kick off meeting for each event with the event chair to ensure alignment between the board and committee. These meeting should include the Vice President, Communication and Treasurer
* Work with the yearbook committee to ensure photos of each event are provided for the yearbook.
* Attend monthly board meetings and Town Hall/general meetings
* Attend in CSA meetings in the absence of the Co-Presidents
* Responsible for the committee listed below which includes
  + Ensuring volunteers on the committees
  + Organizing a kick off meeting with the committee, Vice President, Communications, and Treasurer
  + Touch points with chairperson to review progress and budget
* Transition to the next leadership team by nurturing potential leaders and preparing the incoming team

**Committee responsibilities**

* Monster Mash Committee
* STEM Event Committee
* Movie Night Committee
* 4th Grade Luau Committee

**Core skills needed**

* Demonstrated leadership
* Highly organized
* Able to manage multiple projects/task simultaneously
* Good with computers and the Microsoft Suite (Word, Excel and PowerPoint)
* Effective communications skills

**Additional ideal skills**

* Budget development and management experience
* Experience in event planning