



# Sunset Mesa Parent Association (SMPA) Officer Position: Vice President



## OBJECTIVE

- Support the President in providing a collaborative and welcoming environment for families to participate in events and serve as SMPA President the year after holding the office of Vice President.

## IMPORTANT DATES

- Obtain SMPA Officer volunteers for upcoming school year in May

## RESPONSIBILITIES

- Coordinate with the President, SMPA Officers and SMS Administration to review the annual SMPA activity schedule.
- Attend and support SMPA events throughout the year.
- Serve as the secondary source of information for SMPA activities.
- Serve as a back up to the President to lead SMPA meetings in the event the President is unable to attend.
- Reach out to new volunteers and train incoming officers and other SMPA members as needed to support activities.
- Regularly thank volunteers for their contributions and efforts.
- Serve as the primary POC and coordinator for the SMS Teacher Endowment Fund

## ADDITIONAL INFO

Coordinate with SMS Office (Sarah Cook and MaryHelen Jordan) to set up events and communicate with parents as needed.

## COMMUNITY SUPPORT

Parent volunteers are vital to the success of the Sunset Mesa Parent Association. The Vice President shall facilitate respect, collaboration, and support amongst SMPA volunteers to enable well organized and managed events.

## FINANCIALS

- The Vice President shall shadow the President to review treasurer records/bank statements.

