

Individual Development VP Responsibilities

- Attend State Convention in May (if possible)
- Submit an Individual Development budget request to President by July 1.
- Attend Monthly Board Meetings
- Oversee:
 - Book Fairs
 - Coordinate with Book Fair Company
 - Attend training if possible
 - Get volunteers to help each day/night
 - Set up and take down
 - Advertise to teachers, students, and parents about when and where the book fair is.
 - Arrange to have change for the cash box
 - Be there as much as possible. If you can't be there, the President, Treasurer, or another board member needs to be there. This is to make sure there are no money issues.
 - Help count money at the end of each day
 - Take inventory, make orders when needed, etc.
 - Reflections
 - Have an assembly to tell students & teachers about the Theme.
 - Do an activity to get their minds working on an idea
 - A couple of classes at a time or a larger group
 - Distribute the entry forms, put in or by the office
 - Advertise the theme and deadline (i.e. posters, newsletter, marquee, etc.)
 - Collect the projects
 - Get Judges and have them judge the projects
 - Order trophies, ribbons, awards
 - Have Reflections gallery to announce winners. Invite students and family
 - Acknowledge winners on PTA website and newsletter
 - Send winners to Council competition

Individual Development VP Responsibilities (continued)

- Masters of Art
 - Develop art project for all students (adjust for different ages as needed).
 - Schedule time in each classroom. One grade each month
 - Instruct students and help them do the art project.
 - Display completed projects for the month and then send home with the students
- Study to Succeed
 - Instruct teachers how and when to use the tickets to reward their students
 - Distribute tickets to teachers each month (10 per class)
 - Purchase or get prizes donated
 - Hold monthly drawing for 10 winners. Announce over PA
 - Let winners choose their prize
 - Announce winners on PTA website and newsletter
- Complete Activity Summary report for each Activity/Project you are responsible for and give to the Secretary
- Form committee(s) to help you with these tasks
- Thank the volunteers who help with the activities.
- Report to the President