

Legislative VP Responsibilities

- Attend State Convention in May (if possible)
- Submit a Legislative budget request to President by July 1.
- Attend Monthly Board Meetings
- Collect any Legislative information (provided at State/Council level) and inform board members as needed
- **Oversee:**
 - Watch D.O.G.S.
 - Order supplies
 - Have calendar for sign-ups at back to school night
 - Take T-shirt orders
 - Advertise Pizza Night
 - Pizza Night sign up event (September)
 - Instruct Watch D.O.G.S.
 - Have calendar for sign-ups
 - Take T-shirt orders
 - Complete forms for those who sign-up for Watch D.O.G.S. This should be done weekly
 - Give the forms to the front office so they have them when the Watch D.O.G.S. check in on the morning they are volunteering
 - Give teachers a week's notice of when a Watch D.O.G. will be volunteering in their classroom
 - Beach Night
 - Schedule company/DJ
 - Advertise the activity (i.e. flyers, newsletter, marquee, PA announcements, district phone calling system)
- Complete Activity Summary report for each Activity/Project you are responsible for and give to the Secretary
- Form a committee to help you with these tasks
- Thank the volunteers who help with the activities.
- Report to the President