

Teacher Support VP Responsibilities

- Attend State Convention in May (if possible)
- Submit a Teacher Support budget request to President by June 15.
- Attend Monthly Board Meetings
- Oversee:
 - Teacher Appreciation Week (May)
 - Do something each day to show the teachers appreciation
 - Get gift(s)
 - plan breakfast and/or lunch
 - Involve the students
 - Staff Birthdays
 - Get a list of all teachers and staff members' birthdays. Give a copy to the President
 - Provide a gift to each staff member & teacher for their birthday.
 - Deliver gifts on their birthday or the week of their birthday
 - Deliver Summer birthdays at the end of the school year
 - SEP Dinners
 - Plan and provide a meal for the teachers on one of the two nights of SEP conferences (2 times a year – Sept. & Feb.)
 - Set up food & Clean up afterwards
 - Options: play soothing music, have fancy dishes, etc.
 - Classroom (or Grade) Representative
 - Deliver or arrange for the delivery of a birthday gift from the PTA
 - Deliver or arrange for the delivery of gifts/treats during Teacher Appreciation Week
 - Help arrange for classroom volunteers for PTA activities (Masters of Art, Box Top Rewards, etc.)
 - Serve as liaison between the PTA and the teacher
- Conduct a Teacher Survey at the end of the school year.
- 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