

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
 - 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 to attend
 - Acknowledge winners on PTA website and newsletter
 - Send winners to Council competition

Individual Development VP Responsibilities (continued)

- Star Achievers
 - Plan schedule for Dolphin Dine with the Principal.
 - Communicate schedule and details to the teachers.
 - Provide office with certificates to distribute to teachers.
 - Purchase & deliver doughnuts for each Dolphin Dine (approximately every 2 weeks).
 - Hang completed certificates on bulletin board. Give them to teachers to send home with students when you get new certificates.
- Junior Achievement
 - Recruit Volunteers to teach lessons in each class.
 - Coordinate training with JA to distribute materials and train the volunteers
 - Assist volunteers as needed
 - Assist 5th grade teachers as needed for JA Biztown
- 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