



## **Viking Parent Club (VPC) Board Responsibilities:**

**(Co-) President** - The president serves as the primary representative of the organization. This individual provides leadership to VPC and works closely with school administrators, teachers, parents, and the executive board to support and enhance the educational environment. The duties include but are not limited to:

- Presides over all VPC meetings (general and executive board), setting the agenda and ensuring productive discussions.
- Ensures timely communication with parents, teachers, and the school community via newsletters, emails, and social media.
- Works with the treasurer and executive board to develop and manage the VPC budget responsibly.
- Encourages parent involvement and helps recruit and support volunteers for VPC activities.

**Vice President** - The Vice President plays a leadership role in supporting the president and ensuring the smooth operation of VPC. This position serves as a partner to the president and a leader within the VPC board, helping to plan, coordinate, and execute the organization's activities and initiatives. The duties include but are not limited to:

- Helps organize and manage VPC-sponsored events, programs, and fundraisers, often taking the lead on specific projects or initiatives.
- Acts as a liaison between committee chairs and the executive board, ensuring timely updates and coordination.
- Assists with recruiting and managing volunteers, supporting committee work, and promoting parent involvement.

**(Co-) Treasurer -** The treasurer is responsible for the financial management of the VPC. This position plays a vital role in maintaining transparency, accuracy, and accountability in all financial matters and ensures that funds are used in support of the PTO's mission and goals. This can be split into accounts receivable and accounts payable treasurers or another agreed upon division of duties. The duties include but are not limited to:

- Manages all VPC funds, including deposits, disbursements, and recordkeeping, in accordance with established procedures and bylaws.
- Provides detailed financial reports at all VPC meetings, including income, expenses, and current balances.
- Processes and tracks reimbursements to VPC members and payments to vendors in a timely and accurate manner.
- Assists with financial planning and tracking for fundraising activities and events.

**Secretary -** The secretary is responsible for maintaining accurate records and ensuring effective communication within the organization. This individual is responsible for documenting VPC activities and decisions, and for helping keep the organization organized and informed. The duties include but are not limited to:

- Records and prepares accurate minutes for all VPC meetings (general and executive board), including discussions, motions, and votes.
- Maintains official VPC documents, such as bylaws, meeting agendas, minutes, membership lists, and other records.
- Works with the president to prepare and distribute meeting agendas in advance of meetings.
- Assists other executive board members with administrative tasks as needed to ensure smooth operations.
- Ensures all documentation is organized and accessible, supporting transparency and continuity year to year.

\*\*Highlighted roles above will have individuals nominated and voted for during the final meeting of the school year to serve in the following school year

## **Viking Parent Club (VPC) Committee Chair Volunteer Responsibilities:**

Social Media and Communication - This committee chair is responsible for managing the VPC's communication strategy and online presence to ensure consistent and timely messaging. This role helps build community awareness, increase parent involvement, and promote VPC events, initiatives, and accomplishments.

- Manages VPC social media accounts (Facebook and Instagram) by creating and posting content, responding to messages, and engaging with the school community.
- Prepares and distributes email newsletters or updates to families and staff using email platforms
- Maintains the VPC website, ensuring all information is current and easy to access.

- Works with event and committee chairs to gather details and promote upcoming events across all communication channels.
- Tracks engagement and reach of posts and communications to help inform future strategies and improve outreach.

Homecoming Tailgate - This committee chair plays a key leadership role in organizing one of the VPC's major annual events. This position involves planning, coordinating, and overseeing all aspects of the event to ensure its success, raise funds for school initiatives, and foster community engagement.

- Leads the overall planning of the Homecoming tailgate and silent auction, including logistics, scheduling, location setup, and timeline management.
- Recruits and manages a committee of volunteers, delegating responsibilities such as food, decorations, sponsorships, auction item procurement, and promotion.
- Works with the VPC Treasurer to create and manage a budget for the event, ensuring that expenditures align with fundraising goals.
- Coordinates with vendors, food providers, and local businesses for donations, sponsorships, or services needed for the event.
- Communicates with school administration to align with school policies, schedules, and facilities use.
- Oversees setup, operations, and cleanup on the day of the event, ensuring everything runs smoothly and that volunteers and guests are supported.
- Organizes the collection, cataloging, and display of auction items; manages bidding processes (in-person or online); and ensures timely delivery or pickup of won items.

- Collaborates with the VPC Secretary or communications lead to promote the event through flyers, email, social media, and school communication channels.

Winter Luncheon - This committee chair leads the planning and execution of the winter luncheon to celebrate and show gratitude to the school's teachers and staff. This role involves coordinating with the VPC, school administration, and volunteers to create a festive experience during the winter season.

- Develops the overall theme, menu, and format of the winter luncheon.
- Recruits and leads a committee of volunteers to assist with food coordination, setup, decorations, and cleanup.
- Works with the VPC Treasurer to manage the event budget and ensure all expenses stay within the approved limit.
- Organizes food contributions, catering, or donations from families or local businesses; ensures dietary preferences and allergy considerations are addressed.
- Oversees decorations and small touches that create a welcoming and festive atmosphere for staff.
- Ensures all teachers and staff are invited and feel appreciated; may include organizing small gifts, notes of appreciation, or raffles.

5K Scamper - This committee chair leads the planning and execution of a fun, family-friendly running/walking event designed to foster school spirit and build community connections within our Sunnyslope Family. This high-profile event requires strong organization, collaboration, and a passion for bringing people together.

- Develops the event timeline, race route, and key components of the 5K (registration, race day logistics, safety) in collaboration with the VPC board and school officials.
- Works with school administration and local authorities to secure necessary permissions, coordinate with first responders (as needed), and ensure all safety protocols are in place.
- Solicits donations and sponsorships from local businesses to help fund the event and provide prizes, shirts, or giveaways.
- Promotes the 5K within the school and broader community through flyers, social media, email, and community outreach; manages online and/or paper registrations.
- Oversees all aspects of race day, including check-in, signage, volunteer coordination, hydration stations, start/finish setup, timing, and awards.
- Ensures the event is inclusive, family-friendly, and encourages participation from students, families, staff, alumni, and local residents.

Spirit Merchandise Manager - This committee chair is responsible for planning, organizing, and managing the design, ordering, and sales of school-branded apparel and merchandise in conjunction with the VPC Board and members. This role helps promote school pride, raises funds for the VPC, and provides students, families, and staff with fun and functional spiritwear.

- Selects spiritwear and merchandise items in collaboration with the VPC board, considering trends, school branding, and budget.
- Works with vendors to source and order merchandise, obtain samples and quotes, manage inventory, and ensure timely delivery.

- Works with StuCo to ensure there is no repetition of designs.
- Plans and manages sales throughout the year (e.g., online store, school events, in-person sales at registration or games).
- Maintains accurate records of inventory and orders, and ensures proper storage and tracking of merchandise.
- Collaborates with the VPC Treasurer to set pricing, track income and expenses, and ensure all sales are properly recorded and reported.
- Recruits and manages volunteers to help with order distribution, sales events, and inventory organization.

Faculty Breakfasts - This committee chair is responsible for organizing breakfasts for the monthly faculty meetings. This includes bringing a variety of foods, delivering food by 7:00am on designated meeting dates and coordinating with the VPC president and administration.

Teacher Appreciation - This committee chair is responsible for a teacher, staff and administration gift during teacher appreciation week as well as various treats during that week. This can also include procuring donations to stock the teacher lounge periodically.

Restaurant Nights - This committee chair will be in charge of organizing restaurant night fundraisers in conjunction with local businesses. This will include making initial contacts, getting flyers and promoting the events.