

### **VP FOR VOLUNTEERS**

The VP for Volunteers acts as an aide to the President and oversees volunteer programs/committees of the PTA such as the Landscape and Grounds committee, the Lunch Room and Recess volunteers, Media Center volunteers and Room Parent coordinators. The VP finds chairs for all of these programs/committees and works closely with the chairs to ensure that there are enough volunteers for these programs/committees throughout the year. The VP coordinates the volunteer badges, helps promote parent involvement and recruits volunteers for last minute needs such as in the school office. The VP is responsible for compiling volunteer hours from the volunteer sign in forms and submitting this data to Montgomery County at the end of the year. He/she also assists administration with the end of the year volunteer breakfast and makes and distributes certificates to those parent volunteers who are leaving BTES. The VP writes a monthly article for Burning Issues, attends monthly PTA and Board of Directors meetings and ensures that the BT community is updated on all volunteer needs.

03/09