



Guadalupe Home & School Club

Vice President

General Duties:

- Support the President in his/her role and act as an aide in the absence of President by leading all activities and meetings.
- Run the Home and School Club meetings in the event the President is unable to lead
- Responsible for annual board member recruitment and election process
- Responsible for entering events permit requests in Facilitron and submit payment requests to Treasurers for any pending invoices in Facilitron
- Coordinate with outside vendors to set up signs for first and last day of school
- Lead room-parent coordination
 - Kick off room parent meeting beginning of school year and provide guidelines and reminders on a need basis during school year
- Serve as the volunteer coordinator
 - Help recruit chairpersons for GHSC programs and events.
 - Act as a liaison between member volunteers, the school and executive board
 - Point of contact for program chairpersons
 - Provide volunteer activities report to the board and GHSC meetings
- Be present for monthly All Member GHSC Board Meetings.