

3rd VP – PHILANTHROPY CHAIRMAN

The 3rd Vice President serves as chairman of the Philanthropy Committee and coordinates the purchasing of items funded through Philanthropy. The sections of the PTO bylaws relating to this position are:

Article VII – Duties of Officers – Section 2

- c. The third vice president shall serve as chairperson for the Philanthropy Committee; report to the membership the recommendations of the Philanthropy Committee; work with school staff to coordinate purchase of items approved by the Philanthropy Committee for which school personnel are responsible; and order or purchase items, or arrange for contracts/services, to fulfill the approved philanthropy recommendations.

Article XI, - Standing and Special Committees - Section 3

- a. The Philanthropy Committee shall consist of the incoming President, the immediate past President, the incoming Treasurer, the immediate past Treasurer, the Second Vice President(s), the Third Vice President, and two members appointed by the President. The Third Vice President shall serve as Chairperson. The Philanthropy Committee shall meet in May to determine which philanthropic projects will be funded and in what amount. A majority of the members shall be required to conduct business. The Philanthropy Committee shall make recommendations for the expenditure of funds not obligated at the end of the fiscal year, excluding a \$600 carryover. The Philanthropy Committee will present its recommendations to the membership at the May or June meeting.

During the summer or fall the 3rd VP may be responsible for purchasing items that were approved by the PTO the previous spring. Requests that come from the teachers or administration are usually purchased through the District Office, and the PTO account is later billed for those items. In other cases, the Philanthropy Chairman will research and purchase the items (for examples, digital cameras, fans for classrooms, boom boxes, etc.). If the item was previously approved by the PTO, no further vote is needed to expend the money.

Throughout the year the 3rd VP should keep a file of requests that may come from teachers, the principal, or from PTA members. Emergency requests can be considered and voted on at a PTA meeting, but most requests are held until spring.

In March, the 3rd VP should ask the President to appoint two members to the Philanthropy Committee. The 3rd VP should meet with the President and the Principal to discuss any requests. The 3rd VP should ask the Treasurer to give an estimate of the funds left in the PTO checking account that will not be expended, less a \$600 carryover, and less

outstanding obligations. (See example of Treasurer's report in the file.) The amount of money available for Philanthropy has traditionally been about \$5,000.

In consultation with the President and the Treasurer, the 3rd VP should schedule a meeting of the Philanthropy Committee in late April or early May, so that the committee's recommendations can be voted on at the May meeting. After the meeting, the 3rd VP should prepare a written report to be presented to the PTO membership. After the vote, the 3rd VP should notify in writing or by e-mail those individuals whose requests were approved. Information about items that need to be purchased by the PTO directly should be given to the new 3rd VP.

This job description should be updated, as necessary, both on the website and in the paper file.