**VP of Fundraising**

Coordinate Pioneer PTA’s fundraising activities, which includes Box Tops, Escrip, Nugget Scrip cards, Book Fair, Fall Check Writing Campaign (Dog Dollars), Dog Dash Jog-a-thon, annual school auction and raffle. Also look for other opportunities through passive fundraising efforts.

Specific duties include:

* Develop letter for check writing campaign with the help of president and VP of Communication. Ensure the letter is printed and included in the welcome packet sent by school office in August.
* Work with President and Treasurer to establish monetary goals for fundraisers
* Sign all reimbursements for fundraising committee chairs and assist in counting fundraising monies on Cash Verification Form.
* Sit on all committees for Book Fair, Dog Dash and Auction. Ensure committees stay on budget and bring concerns and/or requests for additional expenditures to the Board.
* Ensure all invoices and reimbursements for fundraisers are provided to PTA Treasurer two weeks after the event is complete.
* Assume other responsibilities as assigned by the President; third in line to chair Board and General Meetings if both President and Executive Vice President are absent.
* Attend PTA meetings.  Ideally Fundraising VP is considering serving as President in the future.
* Effort: year-round