



Thomas Jefferson Raider Parent Movement
Supporting the 4As at Thomas Jefferson High School

P.O Box 3071, Federal Way WA 98063-3071
4248 South 288th Street, Auburn WA 98001

www.tjrpm.org

OFFICER POSITION: VICE PRESIDENT

Great Vice Presidents often learn or possess leadership, planning and public speaking skills. This position is an instrumental part in governance and leadership of the continuation and operations of the Raider Parent Movement. You will implement duties delegated by the President or represent the President or Co-President in their absence, and familiarize yourself with all RPM programs and resources. You may be called upon at any time to assume the role of President, temporarily or until the position is filled in accordance with our bylaws if the President and Co-President are unable to serve.

Primary responsibilities of the TJ RPM Board Vice President are to perform duties outlined in the **Vice President Procedures**.

Meeting commitments typically account for 2-4 hours per month:

Board Meetings are usually held between August and June, and last one hour (other than August, which is a planning meeting and longer). **No December Meeting.** Meetings will be planned for in-person, however when needed, Zoom meeting is an acceptable platform.

Board business will primarily involve: (1) RPM financial decisions and grant funding; (2) scholarship management; (3) group account management issues as they arise; (4) annual organizational planning (5) promotion, i.e. Open House or Registration table, etc.; (6) Committee Operations.

General Meetings will meet every other month during the school year. **No December Meeting.**

You may adopt other tasks on behalf of RPM that the RPM board chooses to prioritize, but this is not required.

The Vice President **may** volunteer to adopt additional duties, but this is NOT a requirement of the job, and not expected. You may also elect to give additional RPM volunteer time, most of us do! But also, not required.

Signed Agreement:

Officer Signature

Date

Print Officer Name

Board Period

President Signature

Date

~Board Vice President Procedure~

I. BOARD MEETINGS

- A. Attend RPM Board Meetings (*80% attendance required*).
 - 1. Discuss and help resolve Board business. Vote when required.
 - 2. Respect confidentiality (grants, sensitive matters/deliberation, etc.)
 - 3. Read funding proposals as they arise (grants, altering budget, etc.).
- B. When the President or Co-President cannot attend general meetings, you may be called upon to direct these and lead everyone through the agenda.

II. GENERAL MEMBERSHIP MEETINGS

- A. Attend the RPM General Membership Meeting

III. ADMINISTRATION

- A. Make necessary space requests with Jen Wortman, the TJHS Office Manager, for RPM needs well in advance of dates needed (typically meetings, occasionally something else). After the calendar is set for the following academic year, fill out space request forms in the TJHS office and submit this to Jen.
 - a. Ask for copies and make notes on locations/confirmations and things of note for filing in RPM records.

IV. PROMOTION

- A. Hard and soft RPM promotion is a shared Board Duty. The amount of hard promotion depends upon goals at hand decided by most of the RPM board, urgency, available volunteers, and likely impact.
 - 1. Formal 'Hard' Promotion Events
 - a. These events are shared or distributed - each Board member is not expected to participate in promotion at all events.
 - b. Registration: about 2 days in mid-late August. Can involve:
 - (1) Creating a display with membership forms, info, candy bowl, etc. Include instructions for submitting forms and payment.
 - (2) Staffing an RPM table and chatting with families and students, collecting membership applications/fees, and helping acquaint new parents with TJHS.
 - c. TJ Orientation/Open House: one evening in September. Can involve:
 - (1) Public speaking about RPM. Include a PowerPoint slide submitted ahead of time to TJ office.
 - (2) Staffing a booth during the later part of the evening or setting up a display table.

(3) Creating a PowerPoint slide for the principal's presentation.

d. Freshman Night: one evening in February. Can involve:

(1) Public speaking per above, with PowerPoint.

(2) Staffing a booth before and sometimes after the presentation.

(3) Creating a display table.

e. August Staff Meeting. One morning. Arrange a time to attend with the principal if participating. Promote RPM membership for staff, answer questions. Bring staff membership forms.

2. Informal 'Soft' Promotion: word of mouth: help create a positive impression, and an increased awareness of RPM activity (be that auction, events, etc. – whatever the agenda is). Reference the website for info, and good works RPM has done over 40 years at TJHS.

V. OTHER TASKS ARE OPTIONAL. Additional RPM jobs are independent of this board position.

VI. BOARD COMMUNICATION. This occurs a variety of ways: in person, Zoom, emails, and texting. Please try to respond in a timely manner when a response is requested. Also, do not hesitate to ask for help!