

Organization: Madrona Integrated Team

Job Description: Vice Chair
Position Purpose: To serve as backup and support for the Parent Chair of MIT with primary responsibility for MIT events and membership.

Time Commitment: 5 hours per week average

Responsibilities:

- Attend monthly MIT meetings
- Serve on at least one committee
- Support Chairperson as needed and in absence
- Coordinate membership events
 - Welcome Back Coffee
 - Set up for monthly meetings
- Coordinate appreciation events
 - Conference Week dinner
 - New Years Brunch
 - Teacher Appreciation Week
 - Principal Appreciation Day
- Liaison with event managers for MIT events
 - Bear Feet Fun Run
 - Bear Scare
 - Sum Party
 - Science Fair
- Coordinate volunteers for school-wide activities
 - Hearing and vision testing
 - Photo day
 - Others as needed

Required Knowledge: Robert's Rules of Order - rudimentary understanding acceptable
Administrative staff at Madrona - necessary
Teaching staff at Madrona - helpful
MIT processes e.g. meeting protocol, reimbursement,
Available school facilities, equipment and personnel

Required Skills: Communicating effectively verbally and in writing
Utilizing basic computer software and gmail
Event planning basics
Volunteer management

Minimum Requirements: Willingness to serve
Completed ESD volunteer paperwork
Access to computer and email
Proven ability to work well with people