

POPS: Job description

Position Title: POPS Vice President

Purpose: The Vice President works to support the President across all aspects of POPS and is an active member of the executive board.

Key Responsibilities:

1. Works in tandem with the President to assure that projects of the organization are running smoothly.
2. Is responsible for making an email connection at the beginning of each month with all POPS Reps that have concerts, theater productions, field trips, special events, etc. in their area of Performing Arts. This communication will be an outreach to offer support, guidance and information to the Rep so they can successfully support their PA staff member. The President and any other members of the executive board who need to know this information should be cc'd in the email.
3. Presides over meetings when the President is unavailable.
4. Is responsible for organizing the end of the year Performing Arts Banquet with organization beginning in April and banquet approximately the 3rd week in May. This will include organizing food (generally ordered, not a potluck);, volunteers to assist with setup, serving and cleaning and decorations. Additionally, the VP will work with the "PA Banquet Awards Coordinator" to prepare awards for seniors and other PA students who have earned them. (see "PA Banquet Awards Coordinator" Job Description).

Time commitment: 4 hours/week.