

Section 3. The 2nd Vice President – Ways and Means shall:

- a. Act as President in absence of the President and Parliamentarian, 1st Vice President.
- b. Be responsible for all Ways and Means **and-Family-Fun** projects upon approval from the PTO Board.
- c. Assist in determining fundraising goal prior to the initial budget meeting conducted before the beginning of the school year.
- d. Plan and organize the annual school-wide fundraiser **and-Family-Fun-events**
- e. For each event:
 - Consult with Principal and President(s) regarding event dates.
 - Create and distribute flyers and order forms.
 - Compile and submit to the Treasurer a spreadsheet of all checks/cash received after each event.Comply with procedures in Section 7 of Article III – Basic Policy if applicable.