

Vice President, NCAPO [30–40 Hour Commitment] Role Overview

The Vice President of NCAPO supports the President in leading the parent organization and serves as a key partner in advancing the mission of the school. The Vice President helps ensure continuity, strong communication, and successful execution of NCAPO initiatives, stepping into the President's role when needed and taking ownership of select programs and events.

Key Responsibilities:

Leadership & Governance

- Support the President in providing leadership and direction to the NCAPO Board and parent volunteers.
- Assume leadership of NCAPO meetings in the absence of the President, including facilitating discussions and ensuring follow-through on decisions.
- Collaborate with the President, Secretary, and Treasurer on agenda planning and board coordination.
- Share responsibility for monitoring and responding to NCAPO email communications in a timely and professional manner.

Collaboration with School Administration

- Participate in meetings with the Principal as needed to align NCAPO efforts with school priorities.
- Assist in communicating relevant updates between school administration and the NCAPO Board.
- Serve as an additional liaison between parents and school leadership when appropriate.

Major Events & Programs

- Coordinate and Chair for both the fall and spring dances. Does not need to facilitate the dance, but does need to advise the committee and take an active role in ensuring that the executive, administrative, financial and safety pieces are in line so that the committee can effectively plan the dance.
- Co-chair & support planning and execution of major NCAPO events as assigned, which may include (pending on your interest and strengths):
 - Annual Street Fest
 - Teacher Appreciation Week
 - Teacher Conference Lunches
 - Other school-wide or community-building initiatives
- Provide leadership support to event chairs and volunteers to ensure successful planning and execution.

Engagement & Continuity

- Encourage parent involvement and volunteer participation across all NCAPO activities.
- Represent NCAPO at school events and functions as needed.
- Support leadership continuity by being prepared to step into the President role if necessary.

Time Commitment & Term

- Serves a two-year term, with the option to continue per organizational guidelines.
- Time commitment varies throughout the year, with increased involvement during major events and initiatives; estimated at 30–40 hours annually (can increase or decrease based on shared leadership and event scope).