

Vice President of Stanford Events

The Vice President of Stanford Events is an elected member of the Parents' Club Board of Directors who oversees club participation in signature Stanford events that welcome families to campus: New Student Orientation, Family Weekend, and Admit Weekend. The VP is the lead contact with Stanford's planning teams for each event and oversees the club's Event Chair. The club also provides volunteers and support for Stanford's virtual programming and outreach to families who cannot attend on-campus family events. The VP's role is to manage volunteer signups for these events, assist the chairs as needed, answer questions, and trouble-shoot. The VP of Stanford Events keeps the Parents' Club Board informed about event planning status and typically serves for two years.

VP responsibilities include:

Stanford Events Oversight

- Each of these Stanford family events (New Student Orientation (September), Family Weekend and Extravaganza! (February), and Admit Weekend (April)) has at least one assigned club chairperson who handles event management; the VP works closely with the Chairs to ensure a successful event. The VP of Stanford Events:
 - Initiates the kickoff meetings with Stanford's event planning staff along with the President. Introduces the Event Chair and Sales Table Chair to the Stanford team at the kickoff meeting, where the group discusses details of the event.
 - Works with PAFE to suggest volunteers for Zoom calls as needed.
 - Continues to touch base with the chairs regularly to ensure that the planning is going smoothly.
 - Attends as much of the events as possible and oversees event execution.
 - Engages with volunteers and identifies potential club leaders.
 - After event has concluded, thanks the Stanford team and club Chairs. Ensures Chairs thank their volunteers and submit/update an annual event report.

Volunteer Scheduling and Signups

- The VP of Stanford Events
 - Works with the Event Chair, Sales Table Chair, and Stanford to determine the parent/guardian volunteer needs for each event, including Zoom calls for virtual programming arranged by Stanford.
 - Creates a schedule in Signup Genius with volunteer shifts (role, date, time, place) and manages the volunteer signups for each event.
 - Works with the President to recruit volunteers for each key event and fill all shifts via announcements in club communications and gatherings.
 - Provides the Event Chair and Sales Table Chair with the schedule of volunteers. The chairs are responsible for confirming with volunteers, providing them with specific instructions, and overseeing volunteers during the event.

Board of Directors

- Ensures that all Event Chairs submit an Event Report at the completion of their event. Files in the electronic records of the VP of Stanford Events and sends to the President Elect.
- At the end of the year, updates the job description and documents for the VP of Stanford Events position. Files in the electronic records of the VP of Stanford Events and sends to the President Elect.
- Attends monthly meetings of the Parents' Club Board of Directors. Reports on the status of Stanford events. Assists with and advises on other club activities as needed.