

Vice President of Deliveries

The Parents' Club provides a service that allows families to order baked goods via the club website for delivery to their student's dorm. Parents' Club delivery volunteers pick up products from a local bakery and deliver them to students along with a personal message from the sender. This is a popular way to recognize birthdays, holidays, finals, and other special occasions. In addition to providing a service for Stanford families, proceeds from deliveries support the Parents' Club Scholarship Fund and other programs for Stanford students and families.

Broadly, the VP of Deliveries monitors, organizes, and assists the Parents' Club Deliveries leadership team consisting of:

- Bakery Coordinator (Back-end processing of orders from website to bakery. Confirms the correctness, completeness, and clarity of orders. Submits orders to the bakery.)
- Delivery Volunteers Coordinator (Back-end organizing of the volunteers scheduled to deliver)
- Special Day Coordinator (For Halloween and Valentine's Day, organizes delivery volunteers; oversees pickup from bakery and distribution on campus.)
- Delivery Trainer (Recruits and trains delivery volunteers to print purchaser-to-student messages, pick up orders, and deliver to students)
- Tech team (Maintain the website, database, and payment systems that support the deliveries)

More specifically, the VP of Deliveries:

- Negotiates products, pricing, dates, and timing with the local bakery.
- Contacts Stanford's Parking and Transportation office to order virtual permits for on-campus delivery volunteers. Pays for permits and submits request for reimbursement.
- Contacts Stanford RD&E to review the delivery service for the year and provide information necessary for access/permissions.
- Creates a schedule of delivery dates for the website.
- Trains the Bakery Coordinators and the Delivery Volunteer Coordinators and introduces them to bakery management.
- Orders biodegradable supplies (plates, napkins, forks, knives, cellophane bags, logo bags) and organizes a "Bag Stuffing Party" to assemble them in advance at the beginning of the year.
- Creates a Sign-Up Genius to schedule Delivery Volunteers.
- Works with the President, who will prepare promotional emails to encourage orders/sales of baked goods and recruit volunteer deliverers.
- As needed, assists the Birthday Treats Chair (who is part of the Student and Family Support Team). Birthday Treats is a club initiative that enables low-income families to participate in the deliveries program, compliments of the Parents' Club.

- Thanks delivery volunteers throughout the year. Ensures that all Deliveries Chairs train their successors and update a program report at the completion of their term. Files reports in the electronic records of the VP of Deliveries and sends to the President Elect.
- At the end of the year, updates the job description and documents for the VP of Deliveries position. Files in the electronic records of the VP of Deliveries and sends to the President Elect.

The VP of Deliveries is an elected member of the Parents' Club Board of Directors and is encouraged to serve for three years. The VP of Deliveries attends monthly meetings of the Board of Directors, reports on the Deliveries program and results, and assists with and advises on other club activities as needed. As a member of the Finance Committee, the VP of Deliveries also helps prepare the club's annual budget.