

## **Vice President of Student Support**

A primary goal of the Parents' Club is to support Stanford students and families, and the role of the Vice President of Student Support is to facilitate such activities and efforts. The VP is an elected member of the Parents' Club Board of Directors and typically serves for two years.

Our Student and Family Support programs have at least one club chairperson who manages the details of the program or activity. The VP's role is to answer questions, support, and troubleshoot as needed.

The Vice President of Student Support:

- Oversees the following Parents' Club programs and the Chairs who lead them:
  - Bicycle Refurbishment
  - Birthday Treats
  - December Dinners
  - FLI Family Connections
  - FREECycling/Textbook & Tools Drive
  - International Family Liaison
  - Mind Over Money Liaison
  - Mother's and Father's Day Cards
  - Scholarship Program
  - Thanksgiving Dinners
- Explores ways in which the Parents' Club may be uniquely positioned to support students and families as opportunities arise.
- Ensures that all Student and Family Support Chairs submit a program report at the completion of their program. Files in the electronic records of the chair and the VP of Student Support and sends to the President Elect.
- At the end of the year, updates the job description and documents for the VP of Student Support position. Files in the electronic records of the VP of Student Support and sends to the President Elect.
- Attends each monthly meeting of the Board of Directors. Reports on the status of Student Support programs and activities. Assists with and advises on other club activities as needed.