



VICE PRESIDENT

Beacon Hill PTA 6.15.42

The vice president is a member of the PTA board of directors and executive committee. This is an elected position, nominated and approved by simple majority vote at a general membership meeting in the spring. The term of this position is one year, beginning July 1st and ending June 30th of the following year. A commitment of at least two terms is desirable, with the first year of the commitment being served as a PTA officer and/or chair to ensure continuity of knowledge and leadership. Ideally, the vice president can be groomed to take over the president's position.

Duties and Responsibilities

- Attend the board of directors, executive committee, and general membership meetings.
- Facilitate the meetings in the absence of the President.
- Support and engage members in PTA mission and vision
- Collaborate with subcommittees under the PTA's umbrella
- In the absence of the President, sign approved letters, grants, checks, and/or other documents as required
- Serve as co-spokesperson for the local unit
- Work with board and executive committee to disseminate and communicate PTA related information and issues to at large members
- Perform all duties pertaining to the office such as specified in these WSPTA Uniform Bylaws and the Beacon Hill PTA Standing Rules
- Ensure that all new officer information is entered in to the WSPTA on-line membership enrollment program
- Hold an orientation meeting with each new board member and support and promote leadership development among board members and the general membership
- Facilitate and coordinate collaborative efforts to strengthen relationships and achieve the PTA's goals
- Work with the President to secure dates, time and location for PTA board meetings for the school year
- Provide support, technical assistance, and leadership development during the transitional period for the new Vice President