

# PTO Vice President Job Description

## Characteristics:

- Desire to serve the PTO, the school, and ultimately the students
- Understanding of the organization's mission
- Good listening skills
- Effective communication skills

## Responsibilities:

- Perform the duties of the president if the president is absent or unable to serve
- Participate in executive board meetings and provide input for decisions
- Oversee committees, events and train committee chairpeople, and act as a liaison between committee chairpeople and the executive board or school
- Oversee fundraising selection, planning, and evaluation
- Be an ambassador for the PTO and the school
- Ensure proper paperwork is filed by chairs for events and building usage

## Typical Monthly Tasks:

- Participate in executive board meetings
- Participate in general meetings
- Familiarize yourself with Robert's Rules of Order
- Familiarize yourself with the PTO's bylaws
- Other tasks as designated by the executive board

## Training and Resources:

- One-on-one with outgoing vice president
- PTO Today's Leader's Toolkit
- Articles about vice president topics

## Additional duties:

- Serve as PTO parliamentarian
- Serve as a bylaws expert
- Be a liaison for new families
- Lead the annual membership drive