

SOUTH DAKOTA PTA FIRST VICE PRESIDENT

- a. Attend and participate in South Dakota PTA annual conventions and meetings of the South Dakota PTA Board of Directors and Executive Committee and provide a report
- b. Work side-by-side with the President so that all duties and tasks are learned
- c. Preside over meetings when President is unavailable
- d. Attend National PTA convention and attend National PTA Federal Legislative Conference when funding is available
- e. Produce quarterly newsletter to be sent to each SD PTA unit
- f. Submit articles for SD PTA communications
- g. Assist SD PTA President in the planning and implementation of leadership training events
- h. Plan and coordinate leadership training activities at SD PTA annual convention
- i. Provide assistance and service to PTA units and councils
- j. Assist in providing training for SD PTA Council Presidents
- k. Serve on SD PTA Diversity Committee