

VICE PRESIDENT



You like to gather the team!

TIME COMMITMENT

average 2-4 hours per week and 2 monthly meetings.

BUSIEST TIME OF YEAR:

The beginning of the year.

SUMMARY OF ROLE:

Assist the president in running the PTA.



ONGOING TASKS & RESPONSIBILITIES:

- Act as an aide to the president.
- Perform the duties of the president in the president's absence.
- Maintain a list of members.
- Give regular membership reports at PTA meetings.
- Sign checks as needed.

