



## PTA President Elect Job Description

### **Voting Member of the Executive Committee**

Your unit's officers may list a President-Elect, a Vice President or multiple Vice Presidents. Forest Park has chosen to list a President Elect on the Executive Committee. You will need to refer to your unit's bylaws to determine which applies to your unit and to determine the specific duties assigned. You may revise the Bylaws to update the duties of the officers. The nominating committee will have a better idea of the qualifications the President-Elect and/or Vice President should possess if the duties are outlined in the Bylaws.

Here are just a few of the possible duties for which the President-Elect/Vice President might be responsible:

- If the President cannot attend school board meetings, the President-Elect/Vice President may be assigned that duty.
- The President-Elect/Vice President may research the needs of the community for the Board.
- The chairmen of standing committees may report to the President-Elect/Vice President
- The President must never express an opinion. However, the President-Elect/Vice President may express the views of the Board or President from the floor.
- Assume responsibility for applying for State and National PTA awards for the Unit.
- Assume responsibilities for administrative details delegated by the President
- Represent the President upon request.

No one wants to hold a non-functioning office in an organization, least of all PTA! PTA work is too vital to have non-functioning officers who do not contribute their time and talents.

The President-Elect/Vice President should:

- Be well informed; attend PTA meetings, conventions, workshops, conferences, and regional meetings. They might learn something new!
- Act as an aide to the President
- Know the Bylaws of the PTA Unit
- Be enthusiastic about PTA
- Be friendly to newcomers and to regular members alike
- Maintain a procedure book

Suggested responsibilities for multiple Vice Presidents are:



First Vice President

Finance & Fund-raising

Second Vice President

Programs or Membership