

# 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:**

- Assist the president
- 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
- Be an ambassador for the PTO and the school

## **Additional duties as defined in the PTO's bylaws.**

### **Common additional duties include:**

- Oversee committees, train committee chairpeople, and act as a liaison between committee chairpeople and the executive board
- Oversee fundraising selection, planning, and evaluation
- Serve as PTO parliamentarian
- Serve as a bylaws expert
- Be a liaison for new families
- Lead the annual membership drive

## **Typical Monthly Tasks:**

- Participate in executive board meetings
- Participate in general meetings

## **Typical Annual Tasks:**

- 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
- Past files and examples
- Computer files