

PTO Vice President Job Description

Characteristics:

- Desire to serve Parents in Partnership, the school, parents and ultimately the students
- Understanding of the mission of PiP
- Good listening skills
- Effective communication skills

Responsibilities:

- Assist the PiP President
- Perform the duties of the president if absent or unable to serve
- Participate in monthly executive board meetings and provide input for decisions
- Be an ambassador for PiP and the school
- Point for liaison from school administration
- Lead the annual membership drive
- Oversee Spirit Night fundraising selection, planning, and evaluation

Additional duties as defined in PiP Bylaws, which include:

- Serve as PTO parliamentarian
- Serve as a Bylaws expert
- Be a liaison for new families

Term:

This position requires a two-year commitment, with the first year served in the role of Vice President and the second year served in the President role for Parents in Partnership, Inc.

Training and Resources:

- One-on-one with outgoing vice president
- Past files and examples
- Computer files