**Felida PTA – VICE-PRESIDENT Job Description**

***(Must be a PTA member in good standing at least 30 days prior to election)***

**GENERAL DUTIES**

 1 Be familiar with WSPTA By-Laws.

 2 Be familiar with Felida PTA Standing Rules.

 3 Attend all Executive Officer meetings (as needed).

 4 Attend all Board of Director or General Membership meetings. Preside if President is unable to

 or needs to take the floor to present an item. (once a month)

 5 Chair the Boo Hoo/Yahoo Breakfast if no other volunteer is found.

 6 Put up meeting notices for BOD/GM meetings, 10 days in advance on doors & bulletin board.

 7 Attend the annual Vancouver PTA Council’s orientation the summer before taking office.

 Request Executive Officers and other Board Members to attend when possible.

 8 Attend PTA sponsored programs and activities of your local unit and the Vancouver PTA

 Council, if possible.

 9 Attend one District, Regional, State and National meetings/workshops/conference.

 “PTA and the Law” is especially important and informative.

 10 Count number of attendees at each event and keep track for tax purposes. Report to Treasurer.

**OTHER DUTIES**

1. Meet with the Executive Committee to plan the calendar for the next year.
2. Meet with the Executive Committee to review and update the Standing Rules and the budget to be approved at the first Board meeting and General meetings.
3. Meet with the Executive Committee to recruit Committee Chairs. The Job Descriptions should be turned over to the New Committee Chairs.
4. Review minutes and financial statements monthly for accuracy.
5. Present PTA information at the orientation for new Kindergarten parents in the spring if Pres. unable to do so.
6. Ensure Board of Directors appoints three auditors to audit Treasurer’s books twice yearly (Jan and June).
7. Keep Vice-President’s notebook updated.
8. Help President update list of equipment each year.
9. Meet with Board & sign Conflict of Interest located at end of Standing Rules, each year.

**Nominee’s Consent:**

I have read and understand the duties of the Felida PTA Vice-President. If elected, I am willing to accept the responsibilities of this position.

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Nominee’s Name

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Nominee’s Signature