



PTO Vice President Job Description

Duties detailed in the bylaws:

1. Attend all PTO meetings.
2. Act as an assistant to the President and shall perform all duties of the President in his/her absence.
3. Should the President be unable to complete his/her term, the Vice-President would assume the office of President.
4. Serve as a member of the major fundraiser committees
5. Enforce the bylaws
6. Be a co-signer on the account when President is absent (all checks must have two signatures)

Tasks:

1. Maintain close and frequent communication with the President
2. Fill in for the Secretary if needed
3. Assist the President where needed
4. Be responsible for programs, and organize all volunteers for programs of the PTO

5. Organize volunteer details for the various needs of the School and solicit volunteers for these jobs
6. Provide a volunteer list to each activity chairperson
7. Maintain constant communication with the PTO Board on all actions made, and copy PTO Board on all communications.