

PTO Vice President List of Responsibilities

The Vice President plays a role in day-to-day operations of the PTO, helps formulate the organization's long-range plans, works out issues as they arise, and participates in executive board discussions and decision making.

- Attend both general PTO and Board meetings.
- Assist the President with various specific tasks including: developing the PTO calendar and planning events.
- Perform the duties of the President if the President is absent or unable to serve.
- Assist in the fundraising selection and planning.
- Serve as the PTO Bylaws expert; review the Bylaws annually and suggest any needed amendments.
- Perform other duties as delegated by the PTO President.