**Responsibilities of a Susick PTO Vice-President**

**Identification**

The vice president's main role is to assist the president with her duties.

**Responsibilities**

They are called on to run board meetings in the Presidents absence and to perform other tasks delegated by the president. Effective vice presidents are active in developing long-range plans. The vice president may also use specific experience to enhance his role, such as in fund-raising or organizing events such as carnivals and bazaars. They should plan and attend monthly general meetings and executive board meetings. They also attend PTO events to support the organization and to answer any questions that may arise during the PTO event. Keep the Board informed with any planning of events during the process. See bylaws for other responsibilities not noted.

**Time Commitment**

PTO Vice Presidents spend at least three or four hours a month on assisting the organizations affairs pertaining to the PTO. They serve for one school year unless voted in during the general election in April/May to serve a 2nd term. If they or other officers want to run for additional terms beyond the bylaws ruling of 2 unless running unopposed, the membership must vote to waive the rule in order for the Officer to be voted into office for the additional terms. This action must be conducted at a membership meeting and by majority vote.

**Qualifications**

The PTO vice president must have a child enrolled in the school. They should be able to assist and negotiate with administrators, teachers and parents to find creative, mutually beneficial solutions.

**Misconceptions**

**A PTO is not the same as a PTA.** According to PTO Today, the Parent Teacher Organization (PTA) is a formal organization with a nationwide structure and local chapters. Schools with a local PTA chapter pay dues to the national PTA in return for support and a unified voice in national educational policy. In contrast, local **PTO** chapters are not united in a national organization with a unified voice and runs with rules they have established.