

CLOUGH PTO

VICE PRESIDENT JOB DESCRIPTION

Characteristics

- ✓ Understanding of the organization's mission
- ✓ Good listening skills
- ✓ Effective communication skills
- ✓ Leadership skills

Typical Monthly Tasks

- ✓ Participate in executive board meetings (1-2hrs)
- ✓ Participate in general meetings (1-2hrs)
- ✓ Other tasks as designated by the executive board
- ✓ Review & respond to PTO Email

Responsibilities

- ✓ Assist the president
- ✓ Perform the duties of the president if the president is absent or unable to serve
- ✓ Participate in executive board meetings and provide input for decisions
- ✓ Be an ambassador for the PTO and the school
- ✓ May oversee committees, train committees and act as a liaison between committees and the executive board
- ✓ Oversee fundraising selection, planning, and evaluation
- ✓ Serve as a bylaws expert
- ✓ Be a liaison for new families