1415 N. 26th St. (Admin Bldg.)
St. Joseph MO 64506

Vice President, 2nd VP, 3rd VP & 4th VP Job Description's

ARTICLE VIII: DUTIES OF OFFICERS

Sect. 2 The Vice President(s) in their designated order) shall:

- act as aides to the president
- perform the duties of the president in the president's absence or inability to serve; if more than one vice president they will preside in the order of 1st vice president, 2nd vice president, etc.
- The **First Vice President** shall:
  - Serve as coordinator of activities for each chairmanship, which shall include - Reflections, Spelling Bee, Founders Day, and Membership.
  - Sign with the president or treasurer all orders of the treasury of the council.
- The **Second Vice President** shall:
  - Serve as coordinator of activities for each chairmanship which shall include - Ways & Means, Salute to Schools, and School of Information/PTA University.
- The **Third Vice-President** shall:
  - Serve as coordinator of activities for each chairmanship which shall include - Bylaws, Clippings, Legislative, Awards, and Character & Spiritual.
- The **Fourth Vice-President** shall:
  - Serve as coordinator of activities for each chairmanship which shall include - Early Childhood, Health/Wellness & Safety, Family & Community Engagement, and Special Education.

Other Duties shall include:

- Present a plan of work for this office.
- Collect the plans of work from chairman associated with this office.
- Shall submit articles to Clippings as assigned. Keeping one copy for this procedure book.
- Make reports at Council meetings regarding upcoming events associated with the chairmanships you coordinate.
    - Early Childhood
    - Health/Wellness
    - Family/Community Engagement
    - Special Education
- Be a member of committees:
    - Outstanding Unit Award
    - St. Joseph PTA Council Lifetime PTA Leadership Award
- Shall perform the duties outlined in the bylaws and those assigned from time to time.
- Study the bylaws to familiarize yourself with procedure.
- Keep files/procedure book of this office up to date.
- At the end of each year an annual report must be written and placed in this procedure book to pass along to your successor.