

DRAFT



Heritage PTSO Vice President

Purpose

The vice president acts in an advisory capacity to the president and, in the absence of the president shall conduct the presidential duties.

Job Responsibilities and Accountabilities

- Presides at all meetings of the association and executive board and assumes full responsibility for the operation of the PTSO.
 - Creates an environment of mutual respect in which everyone feels free to participate fully in discussing issues and making decisions.
 - Remains impartial as the presiding officer, expressing no personal opinions.
 - Puts the goals of the organization before personal goals.
 - Discovers and utilizes the special talents and abilities of members.
 - Delegates responsibility and gives to those so delegated the opportunity to do the job, offering help if needed.
 - Expresses appreciation in all efforts.
 - Respects the opinions of others and is sensitive to their feelings.
 - Strives to improve leadership skills.
 - Know and follow the bylaws of the association.
 - Appoint chairmen and committees with the approval of the executive board in accordance with the bylaws and standing rules.
 - Provide a representative board by seeking suggestions from other officers, the principal and the teachers.
 - Consult with the school principal on all matters relating to the school.
 - Make sure that minimal time and effort is requested on the school personnel and the students during school hours.
 - Encourage teachers to participate.
 - Include students on appropriate committees and projects in PTSO as the secondary level.
 - Provide opportunity for members to establish organizational goals early in the year.
 - Encourage program and finance committees to meet early to plan for the coming year.
 - Schedule meetings of the executive board as necessary.
 - Prepares agenda with copies for at least the executive board.
 - Open and close meetings on time.
 - Consult officers before each meeting to learn who has reports to give and to make sure all arrangements are ready as planned.
 - Financial responsibility for the PTSO budget; works closely with the Treasurer.
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