

This is a general job description. Specific duties may vary from year to year.

Vice President of Programs

The Vice President of Programs is responsible for implementing new PTSA programs, for supporting existing programs, and for ensuring that all programs align with budgetary requirements.

The Vice President of Programs' job responsibilities include, but are not limited to, the following activities. The Vice President of Programs shall:

- ❖ Attend the Washington State PTA Convention, attend "PTA and the Law" class, and follow the rules and regulations outlined in the publication, *PTA and the Law*.
- ❖ Report to the President, serve as an active participant on the Executive Committee and Board of Directors, and attend PTSA board meetings with voice and vote. Present to the General Membership at regularly scheduled and special meetings.
- ❖ Be responsible for recruiting all committee chairs in your directorship and submit them for approval to the board of directors.
- ❖ Submit and present completed Program Planning Forms at board meetings for all existing and proposed PTSA programs.
- ❖ Meet with, train, oversee and recognize the activities of the Grizzly Grants, Reflections, Parent Education, and Art Docent Programs, in addition to any newly instituted programs.
- ❖ Be responsible for approving (in writing) all funds disbursed in connection with these programs in a timely manner.
- ❖ Ensure all committee chairs collect and submit funds to the Treasurer promptly.
- ❖ Work with committee chairs to ensure that accurate and detailed notes, instructions and financial records are kept for each program.

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- ❖ Write a detailed communication plan for each program; create and submit articles to the Communications Director for appropriate publication.
- ❖ Not serve as the chair of a program or committee within the programs' area without prior approval from the Board of Directors.
- ❖ Deliver to her/his successor, all books and records, including historical records, promptly at the conclusion of her/his term of office.
- ❖ Perform other duties as assigned.