

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

## Vice President

The Vice President (VP) is an elected officer and member of the executive board. The primary responsibility of the VP is to assist the President and help lead the PTSA toward specific goals chosen by its members.

The VP shall perform the duties of the President in the absence or inability of that officer to serve. In case of a vacancy in the office of President, the VP shall temporarily assume the duties until the vacancy is filled in accordance with the bylaws.

The VP must be knowledgeable of basic parliamentary procedure, objectives of the PTSA, Washington State PTA uniform by-laws, unit standing rules, and be aware of and, utilize PTA resources.

Primary responsibilities include, but are not limited to:

- ❖ Review the Standing Rules to see if any changes are necessary for voting on at the September General Membership meeting.
- ❖ Ensure Washington State PTSA Standards of Affiliation document is completed in a timely manner.
- ❖ Ensure Issaquah PTSA document submission deadlines are met.
- ❖ Proofread and edit PTSA materials, emails, and web content prior to publishing, in coordination with VP, Communications and President. Any PTSA communication must be accurate and comply with PTSA policies.
- ❖ Be aware of important deadlines, such as payment of membership service fees, registration for workshops and conferences, applications for awards and submittals for recommendations, as well as annual corporation reports, charitable solicitation registration and tax filings.

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❖ Be available to attend Discovery PTSA, Issaquah PTSA Council and Washington State PTA meetings, events and conferences which include, but are not limited to:

- PTSA required training (3 hour training 1x per year)
- Monthly PTSA Board meetings (1-2 hours)
- Quarterly General PTSA meetings (1-2 hours)
- Monthly Issaquah PTSA Council meetings (2 1/2 hours)

❖ Volunteer for any committee, or event as needed to lend a helping hand, answer questions and give advice.

❖ Support and act as liaison between the Executive Committee/Board and the following subject areas/groups:

- Discovery Elementary School staff, parents, and students
- Issaquah PTSA Council
- Issaquah Schools Foundation
- Washington State PTA