



## Vice President

*Qualifications (per WSPTA Uniform Bylaws Article 7, Section 3)*

- Must be a member of a local PTA.
- Shall have served on the WSPTA board of directors for at least two years.

### *Basic Functions*

Serves as an elected officer representing the entire membership and the best interests of the association. Maintains open communication with and exercises personal leadership in the motivation of other officers, board members, and the membership-at-large. Takes part in monitoring and evaluating organizational performance and effectiveness.

### *Duties, Responsibilities and Authority*

Consistent with the *Articles of Incorporation, WSPTA Uniform Bylaws, WSPTA Strategic Plan, WSPTA Policy Manual, and WSPTA Board of Directors Handbook*, the vice president:

- Attends all meetings of the board of directors and executive committee, as well as convention, board retreat, board education workshops, leadership conference, and legislative assembly.
- Provides leadership education as requested and authorized. Presents at region conferences and *PTA and the Law* trainings as needed.
- Supports policies, programs, projects, and activities adopted by the board of directors and committees.
- Responsible for other projects as assigned by the president.
- May be assigned to monitor a task(s) associated with the *WSPTA Strategic Plan*. Will report progress to the board of directors.
- Represents the association to other organizations as requested by the president.
- Provides written and oral reports to the board.
- Acts as a support mentor to other board members as assigned by the president.
- Acts as an assistant to the president.
- Performs the duties of the president in the absence or inability of that officer to serve.

- Coordinates the Standards of Affiliation agreement, including all updates, resources, and the communication plan.
- Assigns *PTA and the Law* presenters as needed.
- Coordinates the region conference and training schedule in concert with the leadership director and area vice presidents.
- Provides support and assistance for the Growth & Development committee and chair as needed.

#### *Relationships*

- Responsible to the board of directors and to the membership for seeing that programs and policies of the association reflect the needs of the membership.
- Consults regularly with the executive committee and members of the board of directors.
- Consults with WSPTA staff as needed.