



Basic Responsibilities of the Vice President

The vice president may be called upon at any time to temporarily assume the place of the president; therefore, he or she should study the president's duties and responsibilities and be familiar with the work of the PTA. In the event of the president's resignation, the vice president assumes all duties until the president's position is filled in accordance with the bylaws.

The vice president is responsible for:

- Performing specific duties as provided for in the bylaws;
- Assuming responsibility for duties designated by the president; and
- Representing the president in his or her absence or upon request.

Vice Presidents should have the following information:

- Unit bylaws and standing rules
- Unit approved budget
- Minutes of at least the last six previous meetings
- Contact information for all officers
- Contact information for state PTA leaders

A vice president is encouraged to be ready to assume leadership. Therefore, a vice president is encouraged to attend state PTA training and events, and to be familiar with all PTA programs and resources.