



***Pointers Run Elementary PTA, Inc.***  
***6600 S.Trotter Road Clarksville, Maryland 21029***  
***410-313-7142***



**FIRST VICE PRESIDENT**

The First Vice President (VP 1) may be called upon at any time to temporarily assume the place of the President; therefore, he/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, VP 1 assumes all duties until the President position is filled in accordance with the bylaws.

Vice President 1 is a member of the PTA board of directors and executive committee. This is an elected position, nominated and approved by simple majority vote at a general membership meeting in the spring. The term of this position is one year, beginning July 1st and ending June 30th of the following year. A commitment of at least two terms is desirable, with the first year of the commitment being served as a PTA officer and/or chair to ensure continuity of knowledge and leadership. Ideally, Vice President 1 can be groomed to take over the president's position.

Duties and Responsibilities

The First Vice President will...

- Assume responsibility for duties designated by the President.
- Represent the President in his/her absence or upon request.
- Attend meetings of the board of directors, the executive committee, and the general membership.
- Facilitate meetings in the absence of the President.
- Support and engage members and the community in the PTA mission and vision.
- Facilitate and coordinate collaborative efforts to strengthen relationships and achieve the PTA's goals.
- Collaborate with committees under the PTA's umbrella.
- Serve as co-spokesperson for PRES PTA.

- Work with board and executive committee to disseminate and communicate PTA related information and issues to at large members.
- In the absence of the President, sign approved letters, grants, checks, and/or other documents as required.
- Coordinate the Welcome Packet.
  - Review and approve forms.
  - Ensure forms are prepared and ready for printing by July 1<sup>st</sup>.
  - Coordinate team of volunteers to stuff packets in August.
  - Distribute packets to classrooms the first week of school.
- Serve as liaison with Howard County Department of Parks and Recreation regarding after-school programs.
- Perform specific duties as provided for in the bylaws.
- Obtain a working knowledge of PTA policies and procedures.