



## ***Pointers Run Elementary PTA, Inc.***

***6600 S.Trotter Road Clarksville, Maryland 21029***

***410-313-7142***



### **SECOND VICE PRESIDENT**

Second Vice President (VP 2) may be called upon at any time to temporarily assume the place of the First Vice President (VP 1); therefore, he/she should study the duties and responsibilities of VP1 and be familiar with the work of the PTA. In the event the VP 1 resigns, VP 2 assumes all duties until the Vice President 1 position is filled in accordance with the bylaws.

Vice President 2 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.

#### Duties and Responsibilities

The Second Vice President will...

- Assume responsibility for duties designated by the President.
- Attend meetings of the board of directors, the executive committee, and the general membership.
- Facilitate the meetings in the absence of the President and First Vice 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
- Review and approve the draft of the PTA newsletter for content and accuracy prior to publication each week.
- Act as a backup for newsletter communications in the absence of the Newsletter Chair.
- In the absence of the President and First Vice President, sign approved letters, grants, checks, and/or other documents as required
- Perform specific duties as provided for in the bylaws
- Obtain a working knowledge of PTA policies and procedures