The executive vice president is an elected officer and member of the executive board. The primary responsibility of the executive vice president is to assist the president and help lead the PTA toward specific goals chosen by its members. The goals must be consistent with the policies and purposes of the PTA. California State PTA does not recognize co-presidents. This position can be used to gain understanding of the requirements and duties of the president position, but it is not a president-elect position.

RESPONSIBILITIES

Serve as the primary aide to the president.

Perform the duties of the president in the absence or disability of that officer to act.

Perform such other duties as may be prescribed in the bylaws and standing rules, or assigned by the association.

Attend PTA sponsored workshops or trainings.

Become familiar with the duties of each chairman.

Attend meetings as requested by the president.

Prepare and present a report to the executive board for each meeting attended on behalf of the president.

Attend council, district, and state PTA meetings as appropriate.

Provide guidance on California State PTA policies and procedures and therefore, should become knowledgeable of the contents of the following resources:

California State PTA Toolkit
Unit, council, district, and state PTA bylaws
Insurance and Loss Prevention Guide
California State PTA website: www.capta.org

Inform PTA board of new and updated PTA materials and information.

Safeguard the financial assets of the PTA by strictly adhering to PTA financial procedures as outlined in the bylaws and state and National PTA guidelines.

Maintain a current procedure book to pass on to succeeding officer.

Help facilitate smooth transitions with incoming officers and committee chairs.

Protect members' privacy by utilizing member information for PTA work only.

Contact president for assistance with issues, concerns, questions or procedural advice.

03/2009