



# Vice-Presidents

**Purpose:** To assist the president and to supervise various jobholders, chair committees, organize activities and attend meetings, as listed below. Lower Grade VP generally responsible for grades K to 3. Upper Grade VP generally responsible for grades 4 to 8. Recommended, but not required, that candidates have a child in the appropriate grade range.

**Prerequisite/Requirement:** None

## Job Responsibilities

- Supervise and serve as liaison for all Ombuds, and Parent Representatives.
- Advisory resource for Parent Representatives. Monitors to ensure ongoing communication between Parent Representatives and Ombuds.
- Attend Executive Board, Teacher/Ombuds, and all general meetings. Chair meetings if president is unavailable.
- At beginning of year, organize and conduct orientation meetings for all Ombuds, Field Trip Chairs, Parent Representatives, and Special Project Chairs.
- Attend PSD School Board meetings as needed.

## Division of Labor (Can be modified between 2 VP's)

### Upper Grade VP

Oversee EAT Committee  
 Oversee 3-5 Parent Representatives  
 Oversee 6-8 Parent Representatives  
 Oversee Yearbook  
 Oversee Art Program Coordinator

### Lower Grade VP

Oversee K-2 Parent Representatives  
 Makes sure first meetings of the year for all standing committees are scheduled and publicized  
 Oversee Job Coordinator

**Financial Responsibility:** General oversight and signatory for PTO account.

**Hours recording procedure:** Hours are to be entered by the job holder on a digital hours-recording platform provided by the PTO.

**Hours earned:** 75 each

**Reports to:** Executive Board

**Selection Process:** Elected by General Membership

**Term:** July 1 to June 30

Candidates

Upper VP

Lower VP

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**Revised 5/23**