

## **VICE PRESIDENT**

1. *Most PTA bylaws state that the Vice President for the PTA shall take over for the president in case of absence and shall perform other duties as assigned.*
2. *Read your bylaws. Pay special attention to the Article on Duties of Officers.*
3. *Work as closely as possible with your president so that you will **BE PREPARED TO PRESIDE AT A MOMENT'S NOTICE.***
4. *Your PTA should be represented in all meetings, conferences, discussion groups, etc. If your president can't attend, be prepared to go in his/her place.*
5. *A president must never express an opinion while presiding. The vice president may express from the floor the views of the president or of the Executive Board.*
6. *Many local units don't have a parliamentarian. The vice president should meditate with the bylaws, the PTA Handbook, and Robert's Rules of Order Newly Revised, and be the parliamentarian and a trained successor.*
7. *Vice presidents are frequently program chairmen in addition to vice president. This is a good way to become acquainted with the needs of your unit and with the members.*
8. *Your term as vice president should be a training time so that your job as president will be easier. Familiarize yourself with the budget, with various committees and the board members of your unit.*
9. *Keep an idea notebook with notes on things you will need to know as president as well as things you would like to accomplish during your term as president.*
10. *Keep a Procedure Book.*