

## PTO Vice President

### Executive Board Role | 1-Year Term

#### ★ What This Role Does

The PTO Vice President supports the President and helps ensure the PTO operates smoothly throughout the year. This role focuses on organization, coordination, and communication—helping board members and event leaders stay informed and on track.

The Vice President also steps in to lead meetings or assist with responsibilities when the President is unavailable.

#### Key Responsibilities:

##### Support PTO Leadership

- Work closely with the President to help coordinate PTO initiatives and priorities
- Assist with planning PTO meetings and activities
- Step in to lead meetings if the President is unavailable

##### Maintain PTO Records

- Record and distribute meeting minutes for board and general PTO meetings
- Maintain important PTO documents such as bylaws, meeting records, and event guides

##### Support Committees & Events

- Check in with committee chairs and event coordinators to help ensure events stay organized and on schedule
  - Share updates with the board about upcoming activities and progress
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#### Time Commitment

Approximately **3–5 hours per week**, with additional time during major PTO events.

Attendance at PTO meetings and key school events is expected.

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#### You Might Enjoy This Role If You...

- Enjoy organizing information and keeping projects on track
- Communicate clearly and work well with a team
- Like helping others stay organized and supported

- Are comfortable stepping in to help lead when needed

Prior PTO board experience is **not required**.

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## **Support You'll Have**

The Vice President works closely with:

- The PTO President
- The PTO Executive Board
- Committee chairs and event coordinators
- School administration

Established systems, documentation, and support from previous board members are available to help guide the role.

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## **Eligibility**

Any PTO member eligible for office under the PTO bylaws may serve, pending OCPS ADDitions approval.