Jefferson Elementary PTA

2500 Cadet Way, Everett WA, 98208

**Duties of the vice president(s)**

The vice president’s duties are to preside at meetings in the absence of the president and to act as assistant to the president (*WSPTA Uniform Bylaws*, Article 5, Section 7C).

The position of the vice president can be adapted to the needs of each individual PTA or council. Review the president’s job description to determine which tasks or duties can be delegated to or shared by the vice president(s).

It is common to have multiple vice president roles on a board of directors that are each responsible for different functional areas, such as communications, membership, advocacy, or family and community engagement. How these roles are handled is set forth in the standing rules for each local PTA and council. More information about standing rules is available in the *Standing Rules Handbook*, available on the WSPTA website.