**Executive Vice President**

The executive vice president is an elected officer and member of the executive board. Please note the primary focus of this position is to attend monthly PTA board meeting and general meetings. Your role as a board member is to vote on how funds are spent and procedures handled by the PTA that directly effects the student body of Pioneer Elementary.

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 California State PTA. 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 Board and General meetings.
* 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.
* Provide guidance on California State PTA policies and procedures and should be knowledgeable of the information and contents from the following resources:
	+ California State PTA *Toolkit*
	+ Unit, council, district, and state PTA bylaws
	+ Insurance and Loss Prevention Guide
	+ [California State PTA website](http://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, 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.
* Contact President for assistance with issues, concerns, questions or procedural advice.