

Carol Rae Ranch Elementary School



# Parent Teacher Student Organization

## Role of Parent Support Organizations

To promote and contribute assistance to provide resources in the areas of educational programming, fund-raising, School/District representation, social events, and encouraging parent involvement in the school community.

### Duties of Officers

The general duties of the officers are stated in recognized parliamentary authority; general and specific duties are included in the bylaws and standing rules of the particular organization. The following list includes those duties generally considered important for good performance.

## **ASSIGNMENT: Vice President (Marketing & Communications)**

Vice-Presidents become the **President's partner**, often doing various jobs and **helping** with the duties of others. They **learn many new and different roles**, therefore becoming a good candidate for a future President.

Their role is one of **support**.



# ASSIGNMENT: Vice President (Marketing and Communications)

1. Preside in the absence of the President.
2. Assume such other positions of responsibility as may be designated in the bylaws or otherwise prescribed.
3. If the bylaws so indicate, fill a vacancy in the office of President. Vice Presidents, where there be more than one, assume duties in the order of their office (1st V Pres., 2nd V Pres., etc.)



## **Bylaws Article VII: Duties of Officers**

2. The **Vice** President(s) shall:
  - a. Act as an assistant to the President(s) and shall perform the duties of the President(s) in the absence or inability of that officer to act
  - b. Gather monthly reports from the standing committees upon request of the President
  - c. Provide updated bulleting board of activities (near front entry of school)
  - d. Perform other delegated duties as assigned