

## ***Job Description for Executive Vice President***

2327 L Street, Sacramento, CA 95816-5014

### **Key Role – Executive Vice President**

- Works as the primary aide to the president
- Helps lead a PTA towards specific goals consistent with PTA purposes and policies
- Performs president's duties in his or her absence
- Carries out other duties outlined in unit bylaws and standing rules or as assigned

### **Getting Started**

**Preparation** – Review files, procedure book and materials from last term to better understand the scope of your new position and learn more about:

- President's role and responsibilities
- Duties of each officer and chair
- California State PTA policies, best practices and resources
- PTA council and district information
- Community resources

Meet with your predecessor to talk about your new role, what past activities and efforts worked well and what needs to be tweaked to make your PTA even better.

**Schedule Meeting** – Get together with the president, before the term starts, to discuss your role and assignments and how you can assist them in managing your PTA.

### **How Tos**

As an elected officer and member of a PTA board, the executive vice president:

- Works closely with the president to help run a PTA
- Attends meetings as requested by the president including council, district and state PTA meetings
- Presents a report to the board for any meeting attended on behalf of the president
- Informs the board of new and updated PTA materials, information and resources
- Helps facilitate a smooth transition between incoming and outgoing officers and committee chairmen

- Adhere to PTA financial procedures as outlined in Bylaws and State and National PTA guidelines
- Protect members' privacy by utilizing member information for PTA work only
- Attend PTA sponsored workshops or trainings
- Maintain a current procedure book to pass on to a successor in hard copy or electronic format
- Work together as a team to improve the lives of all children and their families

### **Other Useful Information**

#### **Resources:**

#### **California State PTA – [www.capta.org](http://www.capta.org)**

- PTA Leaders tab and more
- *California State PTA Toolkit*
- *Running Your PTA Made Easy*
- California State PTA *Insurance Guide* – Also mailed annually to PTA presidents

#### **Online Services:**

- MyPTEZ- Officer Contact System and Document Retention System – To enter officer and board member information and generate useful reports
- MyPTEZ Accounting Software – To handle PTA accounting needs and generate financial reports
- e-Bylaws – To revise and update PTA unit Bylaws
- Tax Filing Support Center – To help units meet Federal and State reporting requirements
- TOTEM - ELECTRONIC MEMBERSHIP SYSTEM – To join and renew membership and for PTAs to manage membership

#### **National PTA – [www.pta.org](http://www.pta.org)**

- Run Your PTA tab and more
- E-Learning Workshops

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### **Did you know? ... PTA Board Members:**