

The Virginia PTA Board of Managers adopted a Strategic Plan that has impacted the job responsibilities for some positions. The Standard Operating Procedures (SOP) will be discussed and adopted at our Pre-LTC Board Meeting in July. Any changes to these job responsibilities will be made clear to candidates prior to their nomination.

C. VICE -PRESIDENT

- 1) The Vice President shall perform duties as outlined in the Virginia PTA Bylaws.
- 2) Represent the Virginia PTA when requested by the president.
- 3) Serve as chairman of the Local Unit Resource Guide Committee and keep LURG updated on the website.
- 4) Serve on standing committees and other internal committees as directed by the president.
- 5) Attend District Executive Board meetings in the district where the vice president resides.
- 6) Submit two copies of a report of activities and events thirty (30) days prior to the pre-convention meeting of the BOM; one to the president and one to the state office. The report shall include progress on the plan of work.
- 7) Submit a report to the president of all meetings/training attended representing the Virginia PTA.
- 8) Attend annual meetings of the districts as assigned by the president.
- 9) Approves reimbursement requests for the Extension committee.
- 10) Vice President sends all reimbursement requests to the president for approval.
- 11) Assist the president and president-elect in selecting delegates for the National PTA Convention from the BOM.
- 12) Prepare a plan of work to submit to the executive committee within sixty (60) days election.
- 13) Submit a proposed budget annually to the treasurer by November 1.
- 14) Serve on the Office Building Management Committee.
- 15) Work with Extension Committee Chairman to assure they develop plan of work. Assist them with their plan of work and help them in fulfilling their responsibilities and objectives.
- 16) Develop training program for Virginia PTA.

- (a) Select members to serve on the Virginia PTA Training Team with approval by the Executive Committee.
- (b) Conduct orientation sessions as needed for members of the Virginia PTA Training Team.
- (c) Assist in organizing training sessions in areas of the state as directed by the President or the Executive Committee.
- (d) Maintain modules to be used by members of the Virginia PTA Training Team throughout the state in training sessions. Each module shall contain an edition date on the front cover and in the footer on each page. Modules will consist of approved handouts and training materials used by officers, committee chairs, and members of the BOM at LTC or other training events. The president-elect, working with the president, will review and determine final approval of handouts. The president-elect shall forward approved materials to the Vice President.
- (e) Supervise the development and maintenance of training modules to address constituent association needs for use by members of the Virginia PTA Training Team as directed by the President and/or Executive Committee.
- (f) Work with officers and standing committee chairs to insure that information contained in training modules will support and improve VA PTA's goal of core, consistent messaging around its leadership competencies, current and reflective of information distributed to constituent associations by the Virginia PTA. Training modules shall be replaced with updated modules annually. Each training module shall contain an edition date on the front cover/slide/transparency of all materials and the Virginia PTA logo, and in the footer on each page.