

Volunteer PTO Board Offices

ACS Parent Teacher Organization (PTO)

Job Title: Ada Christian School PTO **Vice President**

GENERAL JOB DESCRIPTION

As PTO Vice President you will play a role in day-to-day operations of the PTO, help formulate the group's long-range plan, work out issues as they arise, and participate in PTO board discussions and decision making.

MAJOR DUTIES AND RESPONSIBILITIES

Assisting the PTO President and other board members to ensure that all PTO events are successful.

Assist with the brainstorming, planning, and monitoring of all PTO events.

All board members collectively "liaison" the PTO committees to provide support and leadership.

Accept delegated responsibilities by the PTO president.

Lead meetings in the PTO President's absence.

Participate in monthly PTO board meetings and provide input for decisions.

Be an ambassador for the PTO and the school.

MINOR DUTIES AND RESPONSIBILITIES

Communicate with school administration.

Attend the PTO kickoff meeting.

QUALIFICATIONS FOR THE JOB

Strong communication skills.

Able to work harmoniously and effectively with others.

Creative insight, resourcefulness, and dependability.

A passion for the school and the PTO

Good listening skills

TIME COMMITMENT

Approximate time commitment is 3 - 8 hours a month.