

Rosy Mound PTA

Roles & Responsibilities

Position: Vice President – Enrichment

Responsibilities:

- Be a member of Rosy Mound PTA.
- Read and be familiar with your bylaws, National PTA Handbook, and historical materials. Pay special attention to the Article on Duties of Officers.
- Be present at Board Meetings and Membership Meetings.
- Arrange for volunteer babysitters for PTA meetings as needed.
- Help maintain accurate information on the Bulletin Board in regards to enrichment.
- Help where needed during membership drives.
- Coordinate & schedule guest speakers for PTA Meetings. 2-4/yr
- Responsible for the oversight of educational & enrichment programs.
- Act as an aide to the president & perform duties of the president in his/her absence.
- Follow the rules and guidelines of the National PTA.
- Sign up to receive Rosy PTA emails.
- Monitor and maintain the enrichment@rosypta.org emails.
- Transfer files and other records to successor at the end of your term for smooth and effective transition of office