**MSALT Vice President**

**Characteristics**

* Desire to serve the PTO, the school, and ultimately the Students
* Understanding of the organization’s mission
* Good listening skills
* Effective communication skills

**Responsibilities**

* Assist the President
* Perform the duties of the president if the president is absent or unable to serve
* Participate in executive board meetings and provide input for decisions
* Serve as Volunteer Coordinator for PTO Events
* Oversee committees, act as a liaison between committee chairpeople and the Executive Board
* Oversee fundraising selection, planning, and evaluation
* Serve as a bylaws expert

**Typical Monthly Tasks**

* Participate in executive board meetings
* Participate in general meetings
* Maintain volunteer lists for PTO activities

**Typical Annual Tasks**

* Familiarize yourself with Robert’s Rules of Order
* Familiarize yourself with the PTO’s bylaws
* Other tasks as designated by the executive board