

## Vice President

Commitment Level:  5-10 hours per week

### Requirements:

1. Must be PTSA member (\$12/school year) at least 30 days prior to your election.
2. Must be cleared to volunteer in the Kent School District. This must be completed every school year.  
<http://www.kent.k12.wa.us/domain/1057>
3. Must attend monthly PTSA board meetings typically held the 2nd Monday of each month.
4. Each board member shall be a member in good standing of the PTSA prior to assuming the roles and responsibilities of the position.

### Training:

1. You will be primarily trained by the former vice-president.
2. You are required to attend 1 Washington State PTA sponsored training per school year. These are provided free of charge. Additional trainings are provided by the Kent Area Council PTA on a regular basis throughout the school year.

### Responsibilities:

1. Performs the duties of the president in his/her absence. Assumes the duties of a vacated president position until an election is held. Attends meetings on behalf of the president when needed.
2. Assists the president in setting the agenda for meetings.
3. Prepares and submits all Kent School District Building Use forms, complete with 2 executive board signatures.
4. Is a signer on all PTSA bank accounts.
5. Serves as a liaison for the following ad-hoc committees: Financial Review committee and Nominating committee.
6. Performs delegated tasks assigned by the president.

### Responsibilities of all Elected Board Members (President, VP, Secretary, and Treasurer):

1. Appoints all board members and chairpersons for a term of one (1) year, which can be extended.
2. Appoints a non-signer to review and sign the monthly bank statement.
3. Reviews and revises, if necessary, the standing rules annually. Standing rules are approved annually by the general membership at the first meeting of the school year.
4. Maintains the WSPTA Standards of Affiliation contract and ensures that the PTSA remains in good standing.
5. Reviews the budget prior to its annual submittal to the general membership. The budget is approved the spring prior to taking effect at a general membership meeting.
6. Approves committee plans on an ongoing basis based on current budget forecasts and financial conditions.
7. Transacts necessary business between meetings of the membership and presents recommendations to the board and/or general membership for consideration.

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If you would like more information on the job, please contact the former vice-president listed below.

Mindy Hales, 206-349-9952, [mindynhales@gmail.com](mailto:mindynhales@gmail.com)

Megan Carter, 206-832-9795, [mcarter127@gmail.com](mailto:mcarter127@gmail.com)