

General Job Description

Vice President for Leadership

Basic Functions:

Serves as an elected officer, representing the membership and best interests of the association.

Maintains open communication with and exercises personal leadership in the motivation of the other officers, board members, and the membership-at-large.

Takes part in monitoring and evaluating organizational performance and effectiveness.

Is, or is willing to become, familiar with the function of Oregon PTA and National PTA.

Duties, Responsibilities and Authority:

- Be second in succession to the President.
- Create an annual plan of work, with goals and actions, prior to July 1st. This plan shall include leadership activities, training, bulletin articles, awards and other incentives.
- Attend all meetings of the Board of Directors, Executive Committee, Convention, and State Board workshop/training sessions.
- Study specific activities and duties of office and perform these activities and duties in a timely and professional manner.
- Provide leadership education.
- Serve as liaison between the Board of Directors and the Region Directors. Serve as liaison between the local unit and the Board of Directors for those regions without a Region Director.
- Evaluate, revise, and develop state Leadership materials, including
 1. Relevant sections of the Officers' Manual.
 2. Training materials for local unit leadership training.
- Serve as chair of the Leadership Committee, coordinating the implementation of the leadership strategies through the committee. Including:
 1. Evaluate, revise and develop state leadership materials.
 2. Be aware of and market leadership resources to local units.
 3. Arrange workshops and presenters for local unit leadership training opportunities.
 4. Promote Leadership awards.
 5. Coordinate, oversee, and implement the creation/revision of the Officers' Manual and materials for use in local unit training.
 6. Assist in planning and implementing opportunities for personal and professional growth and experience for the Board of Directors meetings.
- Serve on additional committees of the Board of Directors as needed.
- Develop an orientation program for new board members.
- Encourage team-building and goal-setting activities and evaluation materials for every level of PTA activity.
- Provide a written report at all Board of Directors meetings and as requested by the President.
- Provide an annual report to the state convention body.