

General Job Description

Vice President of Programs

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

Takes part in monitoring and evaluation 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 fifth in succession to the President.
- Create an annual plan of work with goals and actions prior to July 1st. This plan shall include activities, bulletin articles and awards.
- Attend all meeting 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.
- Serve as a chair of the Programs Committee, coordinating the implementation of National and Oregon PTA programs through the committee including:
 1. Promote the use of existing programs offered through National PTA by providing Regional Directors and all other board members training in their use.
 2. Promote the use of existing programs offered by National PTA by informing the membership of their availability. This may be done through local unit mailings, training opportunities, newsletter articles or other available means.
 3. Seek out opportunities and promote the use of other appropriate and pertinent programs from other organizations that may be of interest to the general membership.
- Supervise the activities of committee chairs serving in related program areas by monitoring their plan of work and any materials they create prior to dissemination.
 1. Education
 2. Health and Welfare
 3. Reflections/Cultural Arts
 4. Teacher Education Scholarship
- Serve on additional committees of the Board of Directors as needed.
- Regularly update board members on the activities of the program based committees.
- Help in development of new programs.
- Evaluate, revise and develop state program materials, including:
 1. Relevant sections of the Officers' Manual.
 2. Training materials for local unit leadership training.
- Provides a written report at all Board of Directors meetings and as requested by the President.
- Provide an annual report to the state convention body.

