

**GEORGETOWN**

*Community School*



PTO

## PTO Vice Chair Responsibilities

### Overview:

The Vice Chairperson is a member of the Parent Teacher Organization Executive Committee. The Vice-Chairperson serves to provide and assist in collaborative support of the PTO by encouraging/helping other members to fulfill the various tasks. In the event that the Chairperson is unable to fulfill his/her duties, the Vice Chairperson shall take over the responsibilities of the Chairperson. This position is a 2 year commitment.

### Primary Responsibilities:

- Assist the Chairperson and other members of the PTO Executive Committee
- Perform the duties of the Chairperson if the Chairperson is absent or unable to serve.
- Follow up, communicate, and evaluate progress of current affairs
- Oversee PTO fundraising selection, planning and evaluation
- Oversee appropriation of PTO funds