

# First Vice President- Membership & Hospitality

**Description:** Oversee and provide assistance to all committees below you. Assist President and create a list of all members and organizational chart. Preside at all meetings and assemblies when President is unable to attend. Assist with general administrative duties.

## Responsibilities

1. Serve as a liaison to the President by
  - a. Reporting any pertinent information directly to the President.
  - b. Keeping all officers and committee chairs informed of any changes or additions as requested by the President.
2. Attend the orientation training at Innisbrook (held in July) and any other training possible.
3. Attend all Executive Board, Executive Committee and General Assembly meetings.
4. Assist in the budget preparation.
5. Oversee and provide active assistance to the following chair:
  - a. Newsletter
  - b. Historian
  - c. Public Relations
  - d. Volunteer Coordinator
  - e. Staff Appreciation
6. f. Arts and National PTA
  - g. Philanthropy
7. Create a contact list and organizational chart, making copies for each board member.
8. Preside at the Executive Board and General Assembly meetings should the President be unable to do so.
9. Assist membership, hospitality, programs and fundraising as needed at all PTA functions.

Provide any necessary assistance to the President, other Vice Presidents and committee chair