

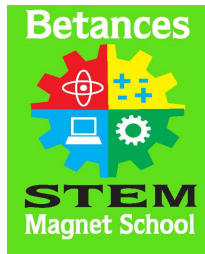
Betances STEM PTO Vice President

Job Description:

Assist PTO President in overseeing the activities and work of the PTO body.

Specific Responsibilities:

- Review Bylaws, Policy Statements and Job Descriptions of the PTO to insure that they serve the changing needs of the Betances STEM community.
- Assist President in preparing annual operating budget for the PTO during the summer.
- Plan and implement the PTO membership drive in the fall.
- Advise, direct and review the work of the other Executive Board members and PTO committees as assigned by the President.
- With President, Treasurer and other PTO Executive Board members, review monthly budgets and financial statements of PTO body.
- Recruit member for Nominating Committee to oversee PTO elections. Provide direction, assistance and information as needed.
- Initiate ways to improve PTO events, and the way PTO functions, on an as-needed basis.
- Perform other duties as requested by the PTO President.
- Maintain a binder with all information relevant to the position to be passed on to successor. Include all relevant notices, memos, budget information, etc., produced while executing duties of post.



**Betances STEM PTO
Vice President**

Special Qualifications:

Has a good general understanding of PTO programs, position, and functions. Familiar with PTO bylaws. Good leadership skills, people skills and listening skills. Good problem solver and demonstrates initiative.