

WHAT IS THE ROLE OF THE LEADERSHIP VICE-PRESIDENT?

SUPPORT THE PRESIDENT

One of the main roles of the Leadership Vice-President is to be there to support the President. The VP for Leadership can assist the President in making the PTA be successful. In the case that the President, President-elect, or Legislative VP cannot be at a meeting the Leadership VP may conduct.

KEEP THE “BIG PICTURE” ALIVE AND WELL

This means that the VP for Leadership needs to ask such questions as:

- Are we nurturing future leaders for our PTA?
- Are we giving adequate training to our Board so that they could lead in the future?
- Are we matching the skills of our volunteers with their assignments so they will succeed in their job?
- Are we meeting the needs of our volunteers?
- Are we building unity and teamwork?
- Are we being inclusive and including all cultures in our PTA?

SKILLS A LEADERSHIP VICE-PRESIDENT SHOULD LEARN:

To support the President, the Leadership VP should learn the following:

- Parliamentary Procedure from National Resource or Robert’s Rules of Order.
- Organizational Skills! Then train your PTA officers those skills.
- Conflict management and team building skills.

WHY DO THESE THINGS?

The President is very busy just keeping his/her Board organized and doing programs. It is a great support to know there is someone who is thinking about the organization as a whole, including the future of your school’s PTA/PTSA.

A LEADERSHIP VP CAN:

- Read and give trainings on leadership skills to the board (at board meetings, planning meetings, etc.)
- Give trainings on special topics such as conflict management, communication, and organization. These topics may be assigned by the President as needed.
- Boost the morale and integrity of the Board through trainings and example.
- Conduct or be in charge of doing the Needs Assessment for your PTA/PTSA.
- Set GOALS with your board using the Needs Assessment and make sure the goals are reviewed during the year and accomplished.
- Create and distribute job descriptions and train people on their jobs as approved by the President.
- Train on the value of Procedure Books and how to do them. Encourage each officer/leader to keep a procedure book and train their replacement the following spring.
- Help with Board transitions.
- Help make your PTA welcoming and inclusive to all. Invite all ethnicities to serve on the Board.

LEADERSHIP RESOURCES:

- National PTA Resource Book (given out in July)
- National PTA Building Successful Partnerships (BSP Program)
- Utah PTA Handbook
- Utah PTA Perspectives (State Newsletter)
- National PTA “Our Children” Magazine
- Utah Family Centers – Resource Library