

Board Position Description



2nd VP of Volunteers:

Coral Reef PTSA has several vice presidents. These positions are numbered for clarity of succession in office, and are as follows: 1st Vice President of Membership, 2nd Vice President of Volunteers, 3rd Vice President of Ways and Means.

The first vice president is called on first to preside in the absence of the president. If the first vice president is not available, then the second vice president is called on, etc.

In the event that the first vice president is not available, as second vice president you will:

1. Assume the duties of the president in case of absence and perform other duties as assigned and as prescribed in the bylaws of Coral Reef.
2. Study the bylaws, the National PTA President's Quick Reference Guide, and Robert's Rules of Order, Newly Revised, in order to be familiar with parliamentary procedure and to be an able successor to the president should the need arise.
3. Be sure your PTA is represented in all meetings, conferences, discussion groups and related activities. If the president is not able to attend, then the vice president should.
4. Refer to yourself as "the chair" when presiding at meetings.

As Volunteers Chair:

- Serve as a year-round clearinghouse to fill PTSA volunteer needs.
- Collaborate with the President to prepare volunteer position descriptions for Back-To-School packet and online volunteer page.
- Coordinate with Corresponding Secretary to prepare and post online volunteer sign-up page.
- Coordinate volunteer recruitment tables at back-to-school events
- Maintain a database of volunteers and provide these to the board members and chairs as needed.
- Act as liaison with school secretary for Coral Reef student volunteers
- Facilitate volunteer training events; ensure that volunteers complete mandatory paperwork
- Fill out and distribute volunteer forms to students upon completion of events.