

Vice-President

1. The Vice-President shall preside in their order in the absence or resignation of the President and shall act as aide to the President.
2. The Vice-President should maintain close and frequent communication with the President
3. The Vice-President can fill in for the Secretary if needed and assist the President.
4. Vice President oversees **Fundraising** activities and the **Volunteer** activities. These activities may still have a chairman, but the Vice President would be a "go to" person for the chair persons.
5. This position requires attendance at both the Executive and General PTO meetings.