



Alexandria PTA Council
Position Description: 2nd Vice President, Programs

- In designated order, performs the duties of the President in the absence or inability of that officer to act.
- In conjunction with the appropriate committee chairs, coordinate Council-sponsored programs to include Reflections, Camp Fair/Directory and VA PTA award nominations.
- With the approval and collaboration of the PTAC Executive Board, plan at least one parent-focused program and one family-focused program during the school year term.
- Facilitate the connection and networking of unit leaders to share ideas, best practices and successes.
- Share messaging about unit PTA program with PTAC VP of Communications.
- Assist in the dissemination of information and resources for VA and National PTA programs.
- Attend monthly PTAC Executive Board and PTAC membership meetings and provide updates accordingly.
- Perform other duties as assigned.