



Alexandria PTA Council
Position Description: 1st Vice President, Outreach

- Act as an aide to the President.
- Will be the first in order to perform the duties of the President in the absence or inability of that officer to act.
- Serve as Chairman of the Nomination Committee for the following term.
- Oversee PTAC DEI Committee Chair(s) and Special Education Parent Liaison(s).
- Assist the President in identifying outreach needs and opportunities for PTAC.
- Assist the President in working directly with units in need of assistance or resources.
- Assist the President in serving as a representative of PTAC for any ACPS meetings, calls or other special events.
- Collaborate with President & VP of Communications in Spring2ACTion fundraising efforts for PTAC's Equity Fund.
- Assist the President by serving as a PTAC representative on VA PTA Committees.
- Attend monthly PTAC Executive Board and PTAC membership meetings and provide updates accordingly.
- Perform other delegated duties as assigned.