

Vice President - shall perform the duties of the President in the event of his/her absence. The vice president will also undertake the work of the Communication/Public Relations Coordinator and as such is responsible for publicizing functions and meetings sponsored by the PTO to keep the school population abreast of all PTO activities. Possible means of communication may include, but are not limited to: newsletters, emails, web pages and press releases. The vice president will ensure that the PTO section of the school website remains accurate and up-to-date. All correspondence from the PTO should go through the vice president, such as emails and fliers. The vice president is responsible for reconciling the account each month.