

# Getting Organized: PTA Officers

A description of PTA Officer roles and responsibilities will be found in your [bylaws](#). The following is a general description of common roles and responsibilities of local PTA officers.

**Action Step: Check your PTA's [bylaws](#) for a list of your officers and description of their roles.**

## PTA President

Your PTA members look to you for leadership in creating partnerships within your community and fostering an environment where family engagement is encouraged and respected. Responsibilities include:

- Chairing Board and general meetings;
- Overseeing fiscal compliance;
- Serving as a liaison with school administration or community partners;
- Checking in regularly with officers and committees to ensure the overall plan is on target;
- Identifying challenges and inviting solutions;
- Familiarizing yourself with all PTA programs and resources;
- Representing PTA to the community;
- Recruiting and mentoring volunteers and future leaders; and
- Volunteering at events, when available.

Great presidents often have leadership, planning, and public speaking skills and experience.

## Vice President

You may be called upon at any time to assume the role of president, temporarily or until the position is filled in accordance with your bylaws. Responsibilities include:

- Implementing duties delegated by the president
- Representing the president in his or her absence
- Performing specific duties as provided for in the bylaws
- Familiarizing yourself with all PTA programs and resources
- Preparing for leadership by attending additional trainings and events that may be offered by your council, region, state or National PTA

### Dig Deeper:

- [Local PTA President eLearning Course](#)
- [Local PTA Treasurer eLearning Course](#)
- [Local PTA Secretary eLearning Course](#)
- [PTA Board Basics eLearning Course](#)

Great vice presidents often learn or possess leadership, planning and public speaking skills.