

Section 2. The 1st Vice President – Parent Involvement shall:

- a. Act as President in the absence of the President and the Parliamentarian.
- b. Be responsible for obtaining and assigning volunteer help as requested by the organization and school staff.
- c. Contact PTO President, Principal and Teachers/staff in early September to determine volunteer needs.
- d. Prepare a “Volunteer Sign Up” form as a section of the PTO packet and give to President(s) at the August meeting to include in the PTO packet.
- e. Coordinate volunteer training when needed.
- f. Maintain communication with school staff regarding volunteer requirements throughout the school year.
- g. Meet with the President to review names and eligibility for Years of Service Awards.
- h. Prepare/present Years of Service Awards at Open House General Meeting.