

PTSA Student Vice Chair

Congratulations on being elected Student Vice Chair. The role of vice chair is very important, and the work you do this year will help determine your group's success. Your main focus will be supporting the chair, organizing committees and assisting with whatever else your group needs. You might be asked to help plan and run meetings, recruit members or host a service project. Make sure to communicate with the chair and your fellow student officers so that everyone is on the same page. Assign committee chairs and help each committee create goals and directives. The vice chair has the unique opportunity to help the group by being flexible to meet the needs of their group and fellow officers. Every student group is unique, so sit down with your adviser and officers to determine additional responsibilities for your position.

When your officers work with one another, the team's success will take precedence over individual success. Below is a list of official duties related to your position, but feel free to add to it based on the needs of your group.

- ASSIST THE CHAIR IN LEADING THE GROUP.
- ACQUAINT YOURSELF WITH THE CHAIR'S DUTIES SO YOU CAN ASSIST HIM OR HER.
- MONITOR ANY OTHER STUDENT COMMITTEES THAT YOUR GROUP MAY HAVE.
- RECEIVE ALL MATERIALS AND POSSIBLE HELP FROM THE PAST VICE CHAIR OF YOUR GROUP.
- ASSIST IN MEMBER RECRUITMENT.
- CONDUCT AN EDUCATIONAL PROGRAM FOR NEW MEMBERS.
- ASSIST PUBLICITY CHAIR IN COLLECTING ARTICLES OR INFORMATION FOR PUBLICATIONS.
- ENSURE THE SUCCESSFUL TRANSITION OF THE NEW VICE CHAIR TO THEIR ROLE.

Be supportive

One aspect of being the vice chair is being involved in a wide variety of projects and with a wide variety of people. The vice chair helps ensure the duties of the chair are carried out, if he or she is unable to fulfill them. The vice chair also helps ensure the group runs smoothly as a whole. The vice chair must be invested and involved because at any given point there may be the need to step into action. In order to help the other officers, it is important to review some of the same information they were provided. Doing so will better prepare you for your role. Be open about the gifts and skills you possess and how they can benefit your group. The worst thing a vice chair can do in your role is wait for work to come to you. Being proactive about supporting the student officers and members will make the greatest difference in helping your group succeed.

Delegate

In your role, you will encourage and assist in the delegation of tasks to committees and members, so you should start thinking about what delegation really means. Delegating can be a challenging but necessary part of your role. It is important to remember you are only one part of a team and you'll need to trust others on your team to contribute to the success of your group.

When delegating, keep in mind the following:

- Be sure you set clear expectations, responsibilities and limitations. Keep people connected throughout the process to the overall group goals and create individual project goals.
- Be sure to include your adviser in the process. They may have ideas about whom to assign tasks and what kind of guidance to give.
- Choose appropriate tasks. Your group is filled with a variety of talents and skills. Give people the chance to work on projects and tasks that will fit well with individual skills and interests. Also, be sure to maximize your potential for success by giving your group members a voice in decision making, allowing them to offer input on how best to accomplish a specific task — and using that feedback as much as possible.
- Make sure you are being supportive and trustful, not overbearing and nosy. When you assign a task, allow people to learn through the experience and avoid looking over their shoulder or micromanaging.

Recruit Members

One thing every club needs to succeed is members. With a variety of activities and clubs in each school it can sometimes be hard to get people's attention and get them interested in your group. Help lead your group to success through member recruitment. Although recruiting new members should be everyone's job, it helps to set up a team of about 5-10 people who will focus on recruitment. The recruitment team should be well trained on how to persuade people to join. Before getting started, set recruitment goals for your group. Some good recruitment goals may include how many members you'd like to see or how many new members from which grades. Before beginning each recruitment cycle, pull together resources to help your group stand out and to help people learn more about PTSA. You can create your own resources or explore ideas at utahpta.org. You want to also consider what methods you want to share your message. Information tables in public spaces, school newspapers, flyers and social media are all great ways to get the word out about PTSA. Lastly, remember that while you may focus your efforts to the beginning of each year, recruitment for your group is a year-round effort.

Student Committees

One common role assigned to vice chairs is overseeing the student committee system. The committees will be the main opportunity you and the chair have to delegate responsibilities. Designing a strong committee system can build a strong foundation for your group and help ensure your annual goals are achieved. When designing committees, keep the following in mind:

- Use information from the other students to determine on which committees each member would like to serve.
- Assign all members to serve on at least one committee. Work with the chair and adviser to make assignments.
- Establish an expectation of committee meetings occurring monthly at student group meetings.
- Attend the monthly meetings of the committees as an ex officio member and adviser.
- Collect all monthly committee reports and turn them in to the secretary.

- Encourage each member to be active on a committee.
- Be sure each committee is aware of local, district and international resources available to them.

Possible committees:

Family Life Committee - Helps plan activities and projects to strengthen families. Works specifically on Healthy Relationships Month.

Public Relations Committee - Works to make PTSA a household name through group newsletters, school and local media, marketing campaigns for service projects and fundraisers. The Publicity Chair will chair this committee.

Programs Committee - Brings interesting speakers, films and entertainment to PTSA meetings and events. Works specifically on Reflections, Ribbon Weeks, Safe Driving Week & Battle of the Bands.

Projects Committee - Initiates and implements all service projects.

Social Committee - Plans and promotes fellowship activities (dances, parties, etc.), coordinates birthday celebrations and works with student group officers to recognize members for their hard work.

Membership Development Committee - Helps invite members into the group, encourage high attendance at all PTSA events and works with the Public Relations Committee to create materials for recruitment.

Each committee will need to have an appointed chairperson who will be responsible for the following:

- Ensures every member of the committee has a clear understanding of the committee's authority and function.
- Knows what resources are available.
- Knows to whom he or she is responsible, to whom he or she reports and the channels of reporting. In most groups, committee chairpersons report to the vice chair.
- Makes sure his or her committee members and advisor know in advance when and where committee meetings will take place.
- Makes an agenda for every committee meeting.
- Observes deadlines.
- Keeps records.
- Works with the committee; not above them.
- Evaluates himself or herself and the committee regularly.
- Stays on topic.
- Isn't too formal.
- Is accepting of different ideas.

ADVOCATE

Helping organize projects and programs can be a huge part of your role. One major area of focus for a PTSA student group is service-related projects and programs. When planning service projects, ensure they have value and meaning by:

1. Seeking out community needs. Make sure that you do some research about the needs in your community before you start planning a project. Reach out to local organizations like United Way or other community groups for ideas.
2. Educate members. Inform your members about the community need you've discovered, the group you'll be working with, and why it's important for your group to help. If they know the value of their service, they'll be more motivated to participate.
3. Respond to the need. Now it's time to take action! Keep your members motivated throughout the project by sharing encouraging words and reminding them of the difference they'll be making.
4. Reflect. Reflection should happen immediately after the project to discuss reactions, share stories, and explore feelings. A good reflection experience allows members to process what they did, why it was important, and how the service they did was meaningful to them.
5. Evaluate and celebrate. After your group reflection, evaluate your experience with fellow group members. Was it successful? What would you have done differently to make it more successful? Evaluation gives direction for improvement, growth, and change.

*This PTSA Student Vice Chair Guide has been created using the Key Club Vice President Guide as a template. Refer to keyclub.org for more information.