



## **SMM Parents Club (PC) Board Duties and Responsibilities**

### **Vice President**

The Vice-President shall perform all duties of the President in the absence of the President and is an ex-officio member of every committee. The Vice-President shall perform other duties as assigned by the President. The Vice-President shall oversee the recruitment of volunteers for all parent committees. The Vice-President shall act as “President in Waiting” for the subsequent school year. They will assume the position of President the subsequent school year.

- Attend monthly PC Board Meetings
- Attend PC Schoolwide Meetings and PC sponsored events
- Act as “PC Parents Club President in Waiting”
- Prepare opening and closing prayers at meetings
- Post to and oversee Volunteer Spot
- Serve 2-year term (1 as Vice-President and 1 as President)