

## **Duties of the President-Elect or Vice President**

In addition to the duties of every officer, the duties of the Vice President are:

Preside at meetings in the absence of the president or upon the president's inability to serve

Assume the duties of the president in the event of a vacancy until the position is filled in accordance with the bylaws

Act as an aide to the president and assume responsibilities for duties assigned by the president

Perform any other specific duties that may be provided for in the bylaws

Represent the president upon request

Source: Iowa PTA website <http://www.iowapta.org/>