

# DAVID LUBIN ELEMENTARY

## PARENT TEACHER GROUP

### Executive Board Job Description

**Role:** Vice President

**Job Description:**

*Per By Laws:*

- Act as the aid to the president and perform the duties of President in his/her absence or inability to serve.

*Other Duties Generally Performed:*

- Attend General and Executive Membership meetings and support President as needed (must attend at least 50% of the meetings to be eligible for re-election), and
- Support as many PTG events as possible.

**Time Commitment:**

- 6 to 8 hours per month



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