1st Vice President

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| **JOB TITLE:**  |
| PARTA 1st Vice President |
| **GENERAL JOB DESCRIPTION** |
| The 1st Vice President must be a conscientious supporter of PARTA and IRTA and vow to uphold its “Purpose” as outlined in the PARTA Bylaws  |
| **DUTIES AND RESPONSIBILITES** |
| * Preside over all PARTA meetings in the absence of the president
* Attend PARTA Board and Executive Board Meetings
* Attend PARTA Luncheon Meetings
* Represent PARTA and IRTA in the Peoria Area of IRTA Unit #32
* Other duties as assigned by the PARTA President

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| **QUALIFICATIONS FOR THE JOB** |
| * Must be a PARTA and IRTA member
* Serve on PARTA Board
* Have appropriate organizational and communicational skills
* Willingness to serve the members of PARTA
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