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 |
| **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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