Second Vice President (Program Chair)

**JOB TITLE:** PARTA Second Vice President Program Chair

**GENERAL JOB DESCRIPTION:** Find programs for PARTA luncheons that reflect interests and needs of PARTA members.

**MAJOR** **DUTIES AND RESPONSIBILITIES**

1. Performs the duties of the Program Chairperson

2. Performs such duties and or responsibilities as requested by the president

3. Acts in the place of the President or First Vice President as needed

 4. If either the President or the First Vice President are unable to complete their term

 of office, the Second Vice President may assume the remainder of their term.

5. Gives the list of programs for the year to the *Soundings editor* for publication and to the Publicity Chair for the media.

6. Calls the program presenter about five weeks ahead of time so that there will be enough time to get a substitute program, if needed

8. If applicable, arrange with treasurer payment for the presenter and write a thank you note.

**MINOR DUTIES AND RESPONSIBILITIES**

Greet and introduce program presenters as PARTA guests

Host program presenters at Table 1

**QUALIFICATIONS FOR THE JOB**

*Education:*

Must have a degree in an educational field or professionally related one

*Experience:*

Taught or worked professionally in a school setting, public or private

Must be a PARTA member and member of IRTA

Serve on PARTA Board

Have appropriate organizational and communication skills