

**EXECUTIVE VICE PRESIDENT
CVCHS PFC
POSITION DESCRIPTION**

General Information:

The Executive Vice President (EVP) shall act as aide to the President and in his/her absence from a meeting shall perform the duties of the President. Meeting attendance is mandatory as an Executive Board Member. This position can take at least ten hours a month to ensure smooth running of the Parent Faculty Club.

Responsibilities:

1. Will be on the bank signature card and act as a second signature on all checks if the President is unavailable, except for checks made out to the EVP.
2. Be the speaker for the PFC if requested/needed by the President.
3. Assist with PFC projects or events.
4. Perform special projects or reports at the request of the President.
5. At PFC meetings, if incumbent is not present, give their report.
6. The EVP should be the President's "right-hand" and be well-versed in PFC business.
7. Assist incoming EVP with details of the position in May.