



# PTO Board Members Needed!

## President

We want YOU to be our next PTO president and start training now! We're looking for a creative problem-solver who is comfortable delegating and who can help us focus on the agenda. A sense of humor is a big plus. The PTO President oversees General PTO meetings and Executive Board meetings, serves as the official representative of the PTO, and retains all official records of the PTO. They work with the Vice President to oversee the activities committees.



## Vice President/President Elect

Are you a people person who isn't afraid to ask someone to help out here and there? If you're ready to play a substantial role in supporting our school, WE want to hear from you! Start training with our current PTO President now to be ready to take the lead in the future. Oversees the committee system of the PTO, steps in to be the committee chair person(s) when needed, assists the President and chairs meetings in the absence of the President. The Vice President is expected to train with the PTO President to be the President the following year.

## Secretary

If you're the kind of person who documents everything, you'll get to put your stellar record-keeping skills and attention to detail to good use as our PTO secretary. Help keep the community up to date via flyers and social media. Must have: good listening & computer skills. The secretary records and distributes minutes of all Executive Board meetings and all General PTO meetings, prepares agendas for official PTO meetings, and holds historical records for the PTO. They will manage communications and marketing for the PTO including, but not limited to PTO newsletters, email broadcasts, website, bulletin boards, etc.

## Treasurer

We have big plans to raise money & fund important projects for our school, and we need someone who likes to count every penny to help us do it. The Treasurer serves as custodian of the PTO's finances, collects revenue, pays authorized expenses, reports financial activity every month, prepares year-end financial report, facilitates an annual audit, works with the executive committee to prepare on annual budget and holds all financial records.

## Fundraising Coordinator

Our PTO does a lot more than fundraising, but let's face it, without fundraising, we wouldn't be able to do much. We're seeking an upbeat, detail-oriented parent to coordinate our fundraising efforts next school year. The ideal candidate is able to motivate students and parents, can think on his/her feet, and can handle last-minute surprises without going crazy. The Fundraising Coordinator oversees the planning and execution of Community Fundraising Nights (example: Chick-fil-a, Sonic, Cowboy Donuts, etc.) and our annual school carnival.

Fill out this form and return it to the office. Someone from the PTO will get in touch to answer any questions you may have.

You will need to attend the PTO Meeting on May 4 2018 @ 9 AM

Name \_\_\_\_\_

Student(s) and Grade(s) \_\_\_\_\_

Phone Number \_\_\_\_\_

E-Mail \_\_\_\_\_

President

President Elect

Secretary

Treasurer

Fundraising Coordinator

Positions begin at the end of the current school year.