

PTO BOARD NOMINATION FOR 2018-2019 School Year

President:

The President shall be the principal executive officer of the organization and shall, in general, supervise and control all of the activities of the organization so as to uphold the purpose of the organization, The President shall preside at all meetings of the Executive Board and General Membership. The President shall serve as the primary contact to the principal and represent the organization at meetings outside the organization. The president shall vote only in the case of a tie in a vote of the Executive Board or the General Membership. The President shall select and appoint the chairpersons of all Standing and Special Committees and shall be ex-officio member of all committees of the organization. Oversees the Read-A-Thon Fundraiser in the building.

Vice President:

The Vice President in the absence of the President, shall perform the duties of the President. The Vice President as chairperson over the volunteer committee and be responsible for the existing volunteer system. The Vice- President shall automatically become President upon the Vacancy of that position.

Secretary:

The secretary shall be a member of The Executive Board. The Secretary shall keep records of the organization, take and record minutes, book, by laws, rules, and any other necessary documents, and brings them to the meeting.

Treasure:

The Treasurer shall be a member of The Executive Committee. The Treasure shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and payout funds as authorize by the President or the Executive Board. The Treasure shall present a written financial report at every meeting and at other times as requested y the Executive Board. The Treasure shall make a full year report at the end of each school year.

Box Tops Coordinator:

Box Tops for Education- The PTO participates in the General Mills Box Tops for Education Program. This committee's volunteers plan a Fall and Spring box top contest to encourage students to collect and bring in box tops to their classrooms. The class submitting the most box tops wins a special party or prize each month. The committee solicits the PTO homeroom coordinator's assistance in counting and bundling the box tops. Final compilation, summarization, and submission to General Mills is managed by the committee following each collection. The PTO receives a check for the total value of the submitted box tops and utilizes the funds for PTO sponsored events. (ALREADY FILLED FOR 2018-2019 SCHOOL YEAR!)

Book Fair Coordinator:

Book Fair Coordinator runs the two Scholastic Book Fairs in the Fall and Spring to offer books to our students. Proceeds are used to purchase books for the Whiteman Elementary School's library and benefit the PTO. Volunteers are needed to assist students in selecting age appropriate books and to manage the checkout process, including running the cash registers. (INTERESTED IN THIS POSITION, PLEASE COME TO SPRING BOOK FAIR TO LEARN WHAT IT IS ALL ABOUT! DATES: APRIL 16-20).

Nomination Google Form Below. Please click the link and be sure to answer all the questions. Thank you!

[PTO Board Nomination](#)