

Your Child's PTO Needs You

Nominations due by April 17th 2014

POSITIONS AND DUTIES INCLUDE:

President: Presides at all meetings. Serves as the primary contact for school administration. Serves as ex-officio member of all committees except nomination committee. Perform other duties as prescribed in Bylaws or assigned by Executive Board, and coordinate the work of the officers and committees.

Vice-President: Shall aid President and perform duties of President in absence or inability to serve.

Secretary: Records the minutes of all meetings and places copies of regular meetings in school office.

Treasurer: Receives all monies, keeps accurate records of receipts and expenditures. Pay funds in accordance with the approval of Executive Board. Makes full report at end of the school year.

Volunteer/Event Coordinator: Organize the master volunteer list and committee list. Secures volunteers for PTO events. Assist the President to coordinate PTO sponsored events.

SBDM (Site Based Decision Making): Addressing the academic, social and emotional needs of our students in order to set school policy that will enhance student achievement and help each student meet the goals established by the school council, consistent with the state law. Two parent members are needed for the SBDM Council.

YES, I WANT TO BE PART OF THE CRE'S PTO OR SBDM!

Name: _____

Office I am interested in: _____

Return this to school in an envelope marked PTO Nominations by April 17th 2014.