

PTO OFFICER NOMINATIONS 2018-2019

PTO Board Position Descriptions

PTO Officer Positions are open at this time for nominations for the 2018-2019 school year. If you are interested or would like to nominate someone you think would be a great candidate, please complete the form below and send it to school. The current PTO Board will correspond with interested nominees. New PTO Board members will be voted on at the May PTO Meeting 5/3/18. Please contact a current PTO officer with any questions you have about the positions and process. The deadline for submission is April 30, 2018.

Vice President: *The Vice President works side-by-side with the President(s) and fills in for the President when this person is unavailable. This person approves PTO meeting minutes within 5 days of receiving from the Secretary. The Vice President should be a reliable person, who is willing to help plan and volunteer at PTO sponsor events and fundraisers. This person will also be a co-signer on the PTO bank account.*

Secretary: *The Secretary is responsible for recording the minutes of all meetings of the association. The minutes should be presented to the PTO board members within 5 days for approval. The Secretary should also be willing to help plan and volunteer at PTO sponsored events as needed.*

Board Positions may be shared as a co-position, if two people wish to split the duties of the position. (i.e. Co- Secretaries) Both nominees must be voted on as described above.

PTO Coordinator Positions Available

The following Coordinator positions are also available for the 2018-2019 school year and the Board is seeking interested candidates. Please fill out the form below if interested and reach out if you have any questions. If more than one person is interested in the Coordinator positions a vote will take place on 5/3/18 at the PTO meeting.

Teacher Appreciation Coordinator - Works on planning back to school teacher gift, random sunshine gifts to teachers and/or staff, teacher conference meals, administrative professional's day, teacher appreciation week, custodian day, etc. Oversees and completes Holiday gift giving from parents in December. Works within predetermined budget all while in communication and agreement from PTO board. Assists with volunteering at other PTO sponsored events - min 2 or finds replacement volunteer.

Communication Coordinator - Develops weekly communication (newsletter/flyers) from PTO for the Tiger Tuesday and flyers to be hung around school for upcoming events, challenges, etc. Develop and implement any additional communication to benefit spreading word about upcoming events. Update the PTO bulletin board decor 2-3 times throughout the school year. If needed, updates PTO website. All while in communication and agreement from PTO board. Assists with volunteering at other PTO sponsored events - min 2 or finds replacement volunteer.

Name of interested/nominated candidate _____

Position interested in _____

Phone and e-mail _____

Special interests or talents to bring to the PTO _____

Please complete the above information, place in an envelope labeled PTO NOMINATION no later than April 30, 2017.

Thank you,
2017-2018 PTO Board

Contact PTO:
harrisburgexplorerpto@gmail.com