

Jackson Middle School PTO Officer Nominations

Being a PTO officer is a great way to get involved on a school-wide level. As a PTO officer you get to be a part of the movers and shakers who will decide what our children's PTO is able to make. Listed below are the positions for the 2016-2017 school year. If any of these positions sound exciting to you please fill out the following form and return it to the Jackson Middle school.

Positions and Duties

EXECUTIVE BOARD - The Executive Board shall consist of the following officers: President, Vice President, Secretary, Treasurer and Volunteer Coordinator. Officer positions can be shared.

TERM OF OFFICE - The term of office for all officers is one year beginning immediately upon election, and ending upon officer election for the following school year.

QUALIFICATIONS - Any PTO member may be elected an officer. Officers can be nominated by other PTO members.

DUTIES

- Executive Board** - Develop the PTO's annual budget, the work of the PTO, establish funds, and programs, approve by majority vote all unbudgeted expenditures or to modify.
- President** - Preside at general PTO meetings and executive board meetings, represent PTO, and retain all official records.
- Vice President** - Carry out the duties of the President in the absence of the President.
- Secretary** - Record and distribute minutes of PTO meetings, prepare agendas for official PTO meetings, hold historical records for the PTO.
- Treasurer** - Serve as custodian of the PTO's finances, responsible for all authorized expenses, reporting financial activity every month, preparing and facilitating an annual audit, and holding all financial records.
- Volunteer Coordinator** - Responsible for coordination and oversight of all activities requiring volunteer support. The volunteer coordinator needs to keep a list of parents with calling and e-mailing parents when needed for school events throughout the year.

I nominate _____ for the position of _____

Contact information

Phone Number: _____

Email: _____

Signed: _____