

## 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 make our PTO what it 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 or sent no nominations.

### DUTIES

- Executive Board** - Develop the PTO's annual budget, direct 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, serve as representative of the PTO, and
- 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, providing, 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 need for help occurs throughout the year.

I nominate \_\_\_\_\_ for the position of \_\_\_\_\_

### Contact information

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

Email: \_\_\_\_\_

Signed: \_\_\_\_\_