

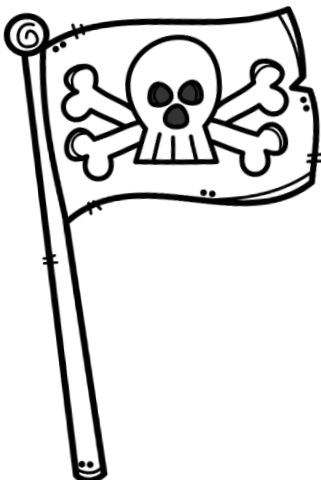
**Your PTO in Action!**

Programs Supported:

- Accelerated Reader
- Teacher Appreciation
- Red Ribbon Week
- Box Tops for Education

Events Supported:

- Book Fairs
- Fundraisers
- Field Trips
- Field Days
- Class Programs



## Pike Primary School PTO Nominations and Elections

- ✓ I want PCPS to be one of the best schools in Georgia.
- ✓ I want my child to have a great school year!
- ✓ I want to help decide how PTO fundraising money is spent.
- ✓ I want all the students at PCPS to be successful.

If the above statements are true, then please be an active member of PTO. Parent involvement is critical for a successful school. Volunteer as a PTO officer or committee chair. There are jobs that take no more than a couple of hours each month. Some are seasonal, and others are routine commitments.

Dedicated teachers, staff, and PARENTS help make PCPS a great school! Join us! It's rewarding. It's important. It's even fun!

Nominate yourself or someone else. All positions can be shared. (See back for position descriptions.) If you have questions, please contact Principal, Holly Harvil or PCPS liaison, Laura York.

Elections will be held at the PTO general meeting on Sept. 6 in the school cafeteria. All candidates for officer positions must be registered with the nominations committee by Aug. 10. Please return this form to your child's teacher or to the school office.

<u><b>Elected Officers</b></u>	<u><b>Nominee Name</b></u>	<u><b>Contact Info.</b></u>
President	_____	_____
Vice President	_____	_____
Secretary	_____	_____
Treasurer	_____	_____
Parliamentarian	_____	_____
<u><b>Committee Chairs</b></u>	<u><b>Nominee Name</b></u>	<u><b>Contact Info.</b></u>
Fundraising	_____	_____
Hospitality	_____	_____
Membership	_____	_____
Teacher Appreciation	_____	_____
Publicity	_____	_____

## Officer and Committee Chair Descriptions

The PTO Executive Board is comprised of elected officers, committee chairs, and school representatives. It meets one evening per month to conduct PTO business. Anyone may attend. General meetings for the entire membership are scheduled twice per year: August to approve the budget and May to elect officers.

Elected Officers:

### **President: (Effort: year-round)**

- Serve as leader and key contact for the PTO
- Preside over all PTO meetings
- Ex-officio member of most committees
- Appoint chairpersons for special committees
- Coordinate the work of officers and committees so that the PTO's objectives can be met

### **Vice President: (Effort: year-round)**

- Act as an aide to the President
- Perform the duties of the President in the absence or inability of that officer to serve
- Assume other responsibilities as assigned by the Executive Board
- Coordinate the general activities of any Special Committees created by the Executive Board

### **Secretary: (Effort: 3-4 hours per month)**

- Keep the minutes of all general meetings and all meetings of the Executive Board
- Prepare correspondence and perform all other duties assigned
- Maintain master documents on school computer
- Help recruit committee chairpersons for all vacant standing committees of the board
- Keep the calendar of events for the PTO

### **Treasurer: (Effort: 4-5 hours per month)**

- Be responsible for and have custody of all funds
- Make disbursements as properly authorized
- Be present at all PTO events where money will be collected
- Assure that PTO policies and best practices are followed with regards to funds
- Prepare financial reports for each meeting and as needed
- Prepare the books for an annual audit

### **Parliamentarian: (Effort: 2 hours per month)**

- Act as a consultant to assure that meetings and processes are conducted in accordance with By-Laws
- Advise on parliamentary procedures using Robert's Rules of Order
- Bring current copy of Constitution and By-Laws to all meetings.

Chair and Other Positions (Remember, these are committees. There should be volunteers to help.)

### **Fundraising:**

- Manage the coordination of the PTO's fundraising activities. Fundraising includes BoxTops for Education, restaurant "Family Nights," and other fundraisers as decided upon by the board.

(Effort: BoxTops 1-2 hours monthly, restaurant family nights 1-2 hours each, fundraisers 10-15 hours each.)

### **Hospitality:**

- Coordinate any hospitality activities including welcoming program and documentation for new families.

### **Membership**

- Organize the annual PTO membership drive and the on-going process to encourage membership.
- Maintain membership records.

(Effort: Primarily in August, September 3-5 hours per month, minimal effort after September)

### **Teacher Appreciation:**

- Organize monthly teacher appreciation activities and coordinate daily recognition for Teacher Appreciation Week in May.

(Effort: 2-4 hours per month, more in May)

### **Publicity:**

- Disseminate positive information to the community about the school, its students, and the PTO.
- Promote related activities and programs in order to heighten community awareness. Many tasks can be completed by email such as contacting the newspaper.

(Effort: year-round, 1-2 hours per month)