



## \*\*\* Executive Board Positions \*\*\* Victory PTO Board Nominations for 2017-2018

Victory Elementary School is looking for volunteers to lead the Parent Teacher Organization (PTO) for the 2017-2018 school year. No previous PTO experience is necessary! If you or someone you know would like to serve in one of the positions listed below and has a willingness to work together with an amazing group of other dedicated PTO volunteers, fill out a nomination form today!

The PTO provides a variety of events and fundraisers for our school and we need your support to continue these valuable services! By serving on the PTO board you can make a positive impact in your community, make new friends, and know that you are helping your child by supporting their school. Submit your nomination form and make a difference!

### **President:**

- .. Preside at all meetings of the PTO
- .. Be a member ex officio of all committees except the Nominating Committee
- .. Coordinate the work of the officers and committees of the PTO
- .. Approve all correspondence and expenditures
- .. Perform such other duties as may be assigned by the PTO

### **Vice President:**

- .. Act as aide to the President
- .. Perform the duties of the President or other Board members in the absence or inability of that officer to act
- .. Perform such other duties as may be assigned by the PTO

### **Volunteer Coordinator:**

- .. Act as the Volunteer Coordinator for the PTO and its approved activities
- .. Perform such other duties as may be assigned by the PTO

### **Recording Secretary:**

- .. Record the minutes of all meetings of the PTO
- .. Have a current copy of the Bylaws
- .. Maintain a current membership list
- .. Perform such other duties as may be assigned by the PTO

### **Treasurer:**

- .. Have custody of all the funds of the organization
- .. Keep a full and accurate account of receipt and expenditures
- .. Make disbursements as authorized by the President(s), Executive Board, or organization in accordance with the budget adopted by the organization
- .. Have checks or vouchers over \$500 signed by two officers, preferably the Treasurer and the President
- .. Present a financial statement at every meeting of the organization, and at other times when requested by the Executive Board
- .. Make a full report at the meeting at which new officers officially assume their duties
- .. Have the accounts examined according to the auditing procedures outlined in Article V of the Bylaws

### **Member At Large:**

- .. Assist the President with special projects undertaken by the PTO
- .. Assist the Executive Board as needed to meet stated goals
- .. Represent the General Membership at the Executive level
- .. *In the event there are no candidates for the other offices, the Member At Large will assume those duties until such time that position is filled. At that point, the Member At Large will assume their stated duties.*

# Victory PTO Nomination Form

REMINDER! If you are nominating someone other than yourself, please ensure that you have that person's permission to nominate them.

<b>Position</b>	
<b>Person Being Nominated</b>	
<b>Contact Information of Nominee</b>	Address:  Phone Number:  Email Address:
<b>Explain why the nominee would be the most effective person for the position.</b>	

If you would like to nominate more than one candidate, you may duplicate this form or obtain additional copies from the school office or online at [www.vespto.com](http://www.vespto.com).

If you have any questions, please contact Shannon Trexel at [secretary@vespto.com](mailto:secretary@vespto.com).

The election will take place at the PTO Meeting on May 19<sup>th</sup>.

***Please return all nomination forms to school as soon as possible.***