

PTO Executive Board 2016-2017 Nominations



Want to participate in your child's education?

Want to have a say in vital PTO programs?

Want ALL Sierra Students to be successful?



If you answered **YES** to any of the questions above, then come join us and volunteer your time in Sierra's PTO. Parent involvement is critical for a successful school, so volunteer as a PTO officer or a committee chair for 2016-2017. Dedicated teachers, staff, and **PARENTS** help make Sierra a great school! Join us - it's rewarding, it's important, it's even fun!

INSTRUCTIONS

Nominate yourself or someone else. **ALL positions can be shared.** See back of this form for board position descriptions. Questions about time commitment, responsibilities, etc.? Contact President Shannon Reagan - president@sierrapto.org, or Tara Bellino - volunteer@sierrapto.org.

Sierra PTO 2016-2017 Nomination Form

This form must be returned to Sierra by Friday, April 15, 2016. Election will be held at the PTO General Meeting on Tuesday, April 19th at 6:00pm.

I nominate _____ for the PTO Board Office of _____.

Additional information and/or comments:

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Additional information and/or comments:



EXECUTIVE BOARD MEMBER POSITION DESCRIPTIONS

OFFICIAL DESCRIPTION PER BYLAWS	TRANSLATION FROM REAL, LIVE BOARD MEMBERS
<p>The President shall preside at all of the Executive Board and General meetings; shall be an <i>ex officio</i> member of all committees; shall appoint all special committees and standing committee chairpersons; shall receive and disburse funds in the absence of the Treasurer.</p>	<p>President - Bosses the other Board members around. Just kidding! Leads the charge and works closely with Sierra Administration to plan and produce all of the PTO activities during the school year.</p>
<p>The Vice President shall act as an aide to the President and Volunteer Coordinator(s) and shall perform the duties of the President and Volunteer Coordinator(s) in his/her absence; shall oversee Committee Chairpersons; and shall perform all other duties pertaining to the office.</p>	<p>Vice President - Serve as the President's wing man (or woman) as needed, oversee several of the committee chairs on large events and take on special projects that come up during the year. Great position to share.</p>
<p>The Treasurer shall have custody of and be responsible for all funds of the PTO and be familiar with accounting practices; shall keep an accurate account of all receipts and disbursements; shall maintain all financial records using an accounting software program; shall provide receipts for donations when requested; shall prepare financial reports for all PTO meetings; shall ensure compliance and the appropriate and timely preparation of all tax filings to the Internal Revenue Code; shall act as an aide to the Financial Admin in his/her absence.</p>	<p>Treasurer - Manage the money, give budget reports at Board and General Meetings, help plan the annual budget, avoid getting audited by the IRS ("Big money. No whammies"). Tax preparation is outsourced to a CPA.</p>
<p>The Financial Admin shall receive and deposit all funds of the PTO and provide the Treasurer a full and accurate account of all deposits; shall act as an aide to the Treasurer in his/her absence.</p>	<p>Financial Admin - Make deposits and write checks, count cash after events (just like in a Vegas backroom), share accounting duties with Treasurer using Quicken. Could easily be a shared position.</p>
<p>The Secretary shall keep an accurate record of all Executive Board and General Meetings of the PTO, prepare and distribute meeting minutes to the Executive Board within one week of the meeting;</p>	<p>Secretary - Take notes at meetings, type and distribute them in a reasonable amount of time, using input from other Board members, draft agendas.</p>
<p>The Volunteer Coordinator shall create and coordinate a process for recruiting and encouraging PTO members to support school activities using volunteer management software program(s), shall send communications on behalf of chairpersons, as needed.</p>	<p>Volunteer Coordinator - Round up volunteers for committees and events, set up volunteer signups online, oversee volunteers for large events, help parents feel involved in PTO.</p>
<p>The Communications Coordinator shall coordinate preparation of the Sizzle/PTO Newsletter, flyers, social media, brochures and advertisements for review by the President and/or Principal; shall oversee Marquee and Publicity Board chairpersons.</p>	<p>Communications Coordinator - PTO Mouthpiece. Serve as head of publicity for PTO events and programs, work with webmaster, social media chairs and writers to promote PTO.</p>