

PTO OFFICER NOMINATIONS

2019-2020

The Deer Creek PTO is currently seeking parents/teachers to fill the open positions for the following offices for the 2019-2020 school year. If you are interested or would like to nominate someone you think would be a great candidate, please complete the form below and send it back to the school. The board will correspond or meet with interested parents/teachers and will post a slate of officers-elect at the PTO meeting in October. Please contact a current PTO board member or nominating committee member with any questions you have about the offices and process. The deadline for submissions is **Friday, September 27th**.

President: Serves as principal executive officer of the organization. Presides and participates in all executive and membership meetings. Coordinates the work of the officers and committees. Receives the original bank statement through PTO mailbox and reconciles the bank account.

Vice-President: Acts as aide to the president and performs the presidential duties in the absence or inability of the president. Responsible to promote involvement in Deer Creek PTO. Performs other delegated duties as assigned.

Secretary/Co-Secretary: Record the minutes of all meetings of the organization. Present the minutes of the previous meeting for approval at each meeting. Have a current copy of the bylaws. Performs other delegated duties as assigned.

Treasurer/Co-Treasurer: Keep a full and accurate account of receipts and expenditures. Make disbursements as authorized by the president, executive board, or organization in accordance with the budget adopted by the PTO. Sign checks or vouchers. Present financial reports 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. Is responsible for preparing the annual report to be submitted to the state and the maintenance of such books of account and records as conforms with the requirements of Article IV, items f, g, and h of the bylaws.

Communications Director: Maintains communication through PTO Facebook, school website, school staff and performs other duties as assigned.

Name of interested candidate/position: _____

Phone and email: _____

Special interests or talents to bring to the PTO: _____

Please complete the above information, place in a sealed envelope labeled PTO NOMINATION and return to the school by **Friday, September 27th**.