

2010-11 PTO Executive Board Nomination Form

Your PTO donates more than \$60,000 to Moye Elementary school each year. That money is used to buy classroom magazine subscriptions, library books, playground equipment and classroom supplies; fund important programs such as Reading Counts and Get Smart with Art; and improve the learning experience for all children. The PTO also organizes a number of fun student activities and family fun nights, including two book fairs, Santa's Cottage, Spring Fling as well as our Moye Movie Night, Breakfast with Santa and Family Reading Night. Of course, this list isn't all-inclusive, but it does give you an idea of how much the PTO helps our school.

Moye's PTO is governed by an executive board of volunteer parents. The board ensures that the PTO's valued activities are administered effectively and that funds raised are managed and distributed responsibly. The board officer positions include President, 1st Vice President, Treasurer, Recording Secretary and Corresponding Secretary.

Nominations for these five positions are currently being accepted. Our organization needs parents who are willing to step up and assume leadership roles in the PTO. Nominations will be accepted until **Monday, April 19 at 3:30pm**. If you or someone you know is interested in serving as a board member, please complete this form and return it to Colleen in the school office. Following is a brief description of the officer roles on the board.

President - Creates agendas with Board input for both Board and General membership meetings. Leads the meetings and facilitates discussion among members. Leads the budget development process. Board contact for the Auction chairperson. Liaison with the Principal. Attends the President's Council monthly meetings.

1st Vice President - Works with all committee chairpersons and serves as liaison to the board. Assists President and would become President if the current President was not able to fulfill his/her duties.

Treasurer - Manages a budget of approximately \$100,000. Works closely with committee chairs and Moye staff on disbursement and collection of funds. Keeps financial records and prepares reports for each meeting. Handles IRS communication and filings.

Recording Secretary - Records the minutes for both the board and general membership meetings. Presents minutes for approval at all meetings. Schedules all necessary events with the school office.

Corresponding Secretary - Communicates PTO information through newsletter, bulletin boards, Web site and local media.

The PTO board also works together on most of the Family functions throughout the year, the Kids Care Campaign as well as representing the PTO at the Open Houses and Registrations.

Without leadership, there is no PTO... and without a PTO, our school will not be as great as it can be.
So, please consider volunteering your time to a great cause.

President _____

1st Vice President _____

Treasurer _____

Recording Secretary _____

Corresponding Secretary _____

Nomination forms are due to school office by Monday, April 19 at 3:30pm.

Absentee Ballots will be available in the office on April 20 at 9:00am.

Elections will be held at the PTO meeting on May 4th.