



2015-2016 High Point Academy PTO Board Nomination



Nominations are being accepted for the following positions for the 2015-2016 school year:

- ❑ **President:** Directs the affairs of the PTO in cooperation with members of the executive board, general membership, and the school. Presides over executive board meetings and general PTO meetings. Serves as ex-officio member of all committees. Retains all official records of the PTO. Must possess the following characteristics: good listening skills, effective communication skills, a willingness to delegate tasks, and the ability to work well within a team. *(Approximate time commitment: year-round, ongoing)*
- ❑ **1st Vice President of Membership:** Builds an informed and participating membership by enrolling parents, teachers, and community members. Maintains an accurate membership directory. Assists the president, and performs the duties of the president if the president is absent or unable to serve. *(Approximate time commitment: 5-7 hours per month but could vary, year-round, ongoing)*
- ❑ **2nd Vice President of Volunteers:** Recruits volunteers and coordinates PTO volunteer activities in cooperation with school staff. Maintains a list of interested volunteers to contact as needed. Presides in the absence of the president (in designated order). *(Approximate time commitment: 5-10 hours per month but could vary, year-round, ongoing)*
- ❑ **3rd Vice President of Fundraising:** Plans, organizes, and manages all PTO fundraising events. Presides in the absence of the president (in designated order). *(Approximate time commitment: 5-10 hours per month but could vary, year-round, ongoing)*
- ❑ **Recording Secretary:** Attends all executive board meetings and general PTO meetings. Records minutes of all meetings and distributes them in a timely manner. Keeps an accurate record of attendance at executive board meetings. Responsible for correspondence. Collects and preserves documents relating to the history of the organization. *(Approximate time commitment: 3-4 hours per month)*
- ❑ **Communications Secretary:** Publicizes school/community activities and information through a variety of channels. Creates and distributes PTO newsletters as needed in coordination with other board members and school staff. *(Approximate time commitment: 5-7 hours per month, can be done mostly from home)*
- ❑ **Treasurer:** Acts as the authorized custodian of all funds of the organization. Receives and disburses all monies indicated in the budget. Prepares and updates the budget. Produces financial reports for all executive board meetings and general PTO meetings. Reconciles bank statements monthly. Prepares sales tax returns and IRS 990 forms. **First Year Only:** Works with someone highly experienced/skilled in setting up Texas entities and applying for 501(c)(3) status to establish appropriate legal accountability and tax status for the PTO (accounting and/or legal experience preferred) *(Approximate time commitment: 4-5 hours per month)*
- ❑ **Parliamentarian:** Serves as the bylaws and "Robert's Rules" expert. Attends all meetings of the organization and advises on matters of parliamentary procedure. **First Year Only:** Creates/manages a bylaws committee to establish initial governing documents. *(Approximate time commitment: 2 hours per month)*

Nominations will be accepted until Friday, October 2, 2015.

The official slate of nominees will be posted prior to the next General PTO Meeting.

Voting by ballot will be held at this general meeting (date to be determined).

Please complete the form below and submit it in the designated collection box at the school by *Friday, October 2, 2015.*

Name of nominee *(you can nominate yourself)*: _____ Phone: _____

E-mail: _____ Home district/school: _____

Position(s) interested in: _____ Student(s) grade level(s): _____

PTO Experience / Skills / Qualifications: _____
