

Roosevelt PTO Officer Nomination Form

The PTO is seeking officer nominations for the 2013-14 school year. Interested? Please complete the form below and return to your child's teacher, or email to PTO president Mary Thompson (marythompson@new.rr.com) by April 9. Nominations will also be accepted in person at the April 16 PTO meeting.

The Roosevelt PTO:

- Includes parents and school staff.
- Meets monthly in the Multipurpose Room.
- Plans fund-raisers like the Walk-a-Thon, Soupster and Book Fair.
- Partners with teachers to purchase classroom technology/supplies.
- Funds/coordinates enriching student experiences like the dance program with the YMCA and the Science Fair.

The following officers will be elected at the May 14th PTO meeting:

Vice President (approx. 8 hours/month; serves two years, the second as president)

- Partners with the president in coordinating all PTO activities.
- Collaborates with the president, staff and Alliance Advisory Council on monthly PTO meeting agendas; leads monthly meetings in president's absence.
- Chairs or co-chairs one or two fund-raising activities.

Secretary (approx. 2 hours/month; serves one year)

- Records minutes at monthly PTO meetings.
- Distributes meeting minutes to PTO members via e-mail; posts meeting minutes on the school bulletin board.

Treasurer (approx. 4 hours/month; serves one year)

- Conducts financial transactions on behalf of the PTO.
- Maintains accurate records of PTO accounts, expenditures, and income.
- Reports on account status at the monthly PTO meeting.



Nominee Name _____

Office (circle one) Vice President Secretary Treasurer

Email Address _____