

# SMMCS PTO Nominations for 2014-2015 School Year

## **PTO OFFICERS**

The following positions are elected positions. Please read the description of Duties and then nominate someone you feel would be a good candidate for the position. You do not have to nominate someone for all the positions listed. You can also nominate yourself for a position.

Vice President: The Vice-President, in the absence of the President will perform and conduct all the duties of the President and will assume the duties of the President in the following school year. He/She may select a committee to assist as deemed necessary. He/She will assist in planning and coordinating of all fund raising activities and work with the Ways and Means Committee to find chairpersons for fund raising events.

Vice Presidential Nomination: \_\_\_\_\_

Secretary: The Secretary shall record the minutes of all meetings of the organization and of all executive committee meetings. The Secretary shall have a current copy of the bylaws and a membership list.

Secretarial Nomination: \_\_\_\_\_

Treasurer: The Treasurer will give a complete report of the PTO's account at each Executive Committee and general meeting and whenever the Executive Committee deems necessary.

Treasurer Nomination: \_\_\_\_\_

## **COMMITTEE CHAIRS**

Committee Chairs are non-elected positions. They are appointed. If you or someone you know is interested in chairing one of the below Committees, please write your name and contact information down so the PTO can contact you. Thank you.

Ways & Means Chairperson: He/She will work with the Vice-President to assist in planning and coordinating all fund raising activities and organizing specific events.

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Family Fun Night Chairperson: He/She will coordinate, with the assistance of the PTO, family fun night activities, as often as deemed by the Executive Committee.

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Room Parent Coordinators: He/She will inform Room Parents of their duties and will promote social projects during the school year and work with the Hospitality Chairperson. (This should be a team effort, two people).

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Hospitality Chairperson: He/She will provide the refreshments for the PTO General Meeting.

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Publicity Chairperson: He/She will be responsible to see that advance publicity goes out on all fundraising activities, social events and meetings.

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_