

Oakland Elementary School PTO

Officer & Committee Chair Nominations for 2020-2021

Parent involvement at Oakland Elementary School provides critical support to teachers and staff so they can provide the best possible learning environment for our children. Please consider volunteering as a PTO officer or committee chairperson for the 2020-2021 school year so we may continue to provide this valuable service. There are jobs that take no more than a couple hours a month, some are seasonal, and a few require routine commitment. Nominate yourself or someone else, however, only current Oakland parents/legal guardians or staff will be considered for nominations. All submissions are anonymous. Please visit www.oaklandpto.org/pto-nominations for position descriptions and requirements. If you have any questions, please contact president@oaklandpto.org.

Please return this form to your child's teacher or deliver it to the front office. All forms **MUST** be received by the end of the school day on 3/17/2020. All nominees will be contacted to confirm.

Your PTO in Action

Programs Supported

- Teacher Appreciation
- Box Tops for Education
- Wildcat Grants for Teachers
- Teacher Enhancement Program
- Yearbook
- Harvest of the Month
- Shared Dreams
- Special Programs

Events Sponsored

- Holiday Parties
- Spring Carnival
- Field Trips
- Spirit Nights
- Family Nights

Services & Supplies

- Spirit Merchandise
- School Supply Packs
- Student Planners
- Volunteers Recruited
- Fundraising Efforts
- VIPs Workroom
- PTO Web Page/Facebook

Elected Officers

	Nominee Name	Contact Info
President	_____	_____
Vice President	_____	_____
Secretary	_____	_____
Treasurer	_____	_____

Appointed Officers

	Nominee Name	Contact Info
Parliamentarian	_____	_____
Historian/Yearbook	_____	_____

Appointed Committee Chairs

	Nominee Name	Contact Info
Box Tops	_____	_____
Fundraising (1 Fall & 1 Spring)	_____	_____
Spirit Nights	_____	_____
Room Parent Coordinator	_____	_____
Spirit Merchandise	_____	_____
Staff Appreciation	_____	_____
Volunteer Coordinator (VIPs)	_____	_____
Harvest of the Month Liaison	_____	_____
Shared Dreams Liaison	_____	_____
Webmaster/ Facebook	_____	_____
Dads' Club	_____	_____



Experience:

Qualifications and experience that make you a good candidate for the position:

Why do I want this position?

Additional comments:

Officer Descriptions

The PTO Board of Directors is comprised of elected officers, appointed officers, appointed committee chairs and school representatives. It meets one day per month to conduct PTO business.

Elected Officers

President - Serve as leader and key contact for the PTO; preside at all PTO meetings; ex-officio member of most committees; appoint chairperson for special committees; coordinate the work of the officers and committees so that the PTO's objectives can be met. Signatory on checking account. Works with VP to form committees and oversee those committees. (Effort: year-round, ongoing)

Vice President - Act as an aide to the President; perform the duties of the President in the absence or inability of that officer to serve; assume other responsibilities as assigned by the Executive Board; coordinate the general activities of any Special Committees created by the Executive Board. Ideally is willing to serve as President in the future, but not required. (Effort: year-round, time varies depending upon roles)

Secretary - Keep the minutes of all general meetings and all meeting of the Executive Board; prepare correspondence and perform all other duties assigned; keep the calendar of events for the PTO (Effort: 3-4 hours per month, includes attending meeting and typing up minutes)

Treasurer - Be responsible for and have custody of all funds; make disbursements as properly authorized; be present at all PTO events where money will be collected; assure that the PTO policies and best practices are followed with regards to funds; prepare financial reports for each meeting and as needed; prepare the books for an annual audit. Inform board of income and expenses. Works with fundraising committee to facilitate the receipt of fundraising money and records of such receipts. Second Signatory on checking. Prepare and files State and IRS tax reports. Prepare budget report. (Effort: year-round, time varies on activities each month)

For details on all appointed officers and committee chair positions, OR to submit your nominations online please visit www.oaklandpto.org/pto-nominations