

## West Cypress Hills Elementary Executive PTO Board Nominations 2019/2020

Being on the PTO Executive Board is a great way to be involved with your child's school, to know what is going on at the school and to be an important part of creating a great place for all WCHE children to learn and grow! THANK YOU FOR YOUR INTEREST!!!

There are 7 positions open on the PTO Executive Board (these are elected positions by the school community) for the school year of 2019/2020 and we are calling for parents who are interested in serving WCHE student, staff and community as part of the PTO. Below please find a description of each open position and a brief summary of duties and qualifications. If you have questions, contact Barby Schmidt at [president@wchpto.org](mailto:president@wchpto.org).

**SUBMIT YOUR NOMINATION BY Friday April 5th TO ALLOW THE NOMINATING COMMITTEE TIME TO REVIEW YOUR APPLICATION.**

\_\_\_\_\_ **President** – Presides over all meetings of the PTO, appoints and coordinates, with the approval of the Executive Board Officers, all committee chairs and activities of the committees and any special committees of the PTO as well as overseeing the work of the executive officers. Oversee the Treasurer and disburse funds according to the budget as a bank signer. Attends district leadership meetings and community advisory board meetings. Good business acumen, communication skills (written and oral) and team management experience is preferred.

\_\_\_\_\_ **Executive Vice President** – Acts as an assistant to the President and fills in for the President in his/her absence to conduct business as stated above. Including signing PTO disbursement bank checks. Attends district leadership meetings and community advisory board meetings.

\_\_\_\_\_ **Vice President Membership** – Coordinates and implements membership and community building activities in collaboration with VP Fundraising. Welcomes new members to the PTO. Coordinates Kinder playdate.

\_\_\_\_\_ **Volunteer Liaison** – Assists in coordinating all WCH campus volunteers with the staff/teachers and PTO committees. Facilitates the mandatory Volunteer training as outlined and prescribed by WCH and LTISD in the beginning of the school year and serve as coordinator for the Home Room Parents. Assists WatchDog chairperson.

\_\_\_\_\_ **Treasurer** – Will have custody of the funds of the PTO which includes preparing and presenting an annual budget, record and book keeping for financial transactions, make disbursements in accordance with the budget, present financial statements at general and board meetings and maintain and submit books for audit. Accounting background and proficient with spreadsheets is helpful but not required.

\_\_\_\_\_ **Staff Appreciation** – Coordinates and implements all PTO sponsored Staff appreciation events. This includes, monthly events, staff appreciation week and recognition of staff members.

\_\_\_\_\_ **Secretary** – Primarily records and transcribes the minutes for all PTO meetings. Copies of the minutes are to be presented at each subsequent meeting for review and approval and submitted for record on the website. Must maintain and update the PTO website, PTO email addresses, Facebook page, Twitter account and any other Social media platforms.

**\*All PTO Board Members will be active participants in all PTO sponsored events held throughout the year\***

**PLEASE INITIAL BESIDE THE POSITION IN WHICH YOU ARE INTERESTED AND WRITE ANY ADDITIONAL INFORMATION THAT WOULD DETAIL YOUR QUALIFICATIONS AND EXPERIENCE ON THE BACK OF THE PAGE.**

**NAME:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_  
**PHONE NUMBER:** \_\_\_\_\_ **CHILD/GRADE:** \_\_\_\_\_