

## **West Cypress Hills Elementary Executive PTO Board Nominations**

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 is 1 position open on the PTO Executive Board (this is an elected position by the school community) for the school year of 2018/2019 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 the 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 WEDNESDAY, March 28, 2018 TO ALLOW THE NOMINATING COMMITTEE TIME TO CONFIRM YOUR REQUEST. Voting will be held on Wednesday, April 18, 2018 at the General PTO Meeting.**

\_\_\_\_\_ **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. Must be proficient or have experience creating and maintaining spreadsheets. Accounting background helpful but not required.

**\*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:** \_\_\_\_\_