

HARTSFIELD PTO NEEDS YOU!

The Hartsfield PTO is Currently Accepting
Nominations for New Leadership Positions
Please make your Executive Board Nominations
For the 2012-2013 School Year

RETURN TO THE FRONT OFFICE BY FRIDAY, MARCH 30

I nominate _____ for the position of: _____

- President** - Shall preside over all meetings and shall perform other duties ordinarily pertaining to such office; shall appoint, with the approval of the Executive Board the necessary committees and their chairpersons; shall be an ex-officio member of all committees, except the Nominating Committee; and shall appoint officers to fill any vacancies occurring between annual elections.
- Vice President**- Shall assist the President and assume all duties of the President in the President's absence. In the event the presidency is vacated, the Vice-President shall assume the office.
- Treasurer**- Shall receive and disburse all monies in accordance with Article V; shall sign all checks; shall maintain an accurate record of all transactions (subject to review) to be kept on Hartsfield School grounds; shall prepare tax returns, as necessary; shall present a financial report at each Executive Board meeting and each general meeting.
- Secretary**- Shall record minutes of all meetings; shall make the minutes of meetings available at the next general meeting, or by publication and upon request; shall assist the President with all correspondence; shall notify Board members of important information or appointments at the direction of the President; shall preside in the absence of the President and Vice-President.
- Volunteer Coordinator (lead)**- Shall serve as the official recruiter for P.T.O. membership; shall maintain and collect a list of PTO members who wish to volunteer at P.T.O. sponsored functions; shall assume the responsibilities of the secretary in his/her absence.
- Volunteer Coordinator (assistant)**- Assists the lead Volunteer Coordinator as needed.
- Member at Large- (2 positions)** Shall attend meetings and have voting rights on issues coming before the board.

See link for PTO Bylaws which further describe each position: http://www.hartsfield.leon.k12.fl.us/PTO/PTO_Bylaws.pdf

Nominee's Information (Please be sure that the nominee is in agreement prior to submitting this form.)

Name _____

Phone Number _____

Email Address _____

Your Name _____

Phone _____

Email Address _____