



# PALOMA PTO ELECTIONS

**Paloma Elementary's Parent Teacher Organization is looking for parents interested in being active members of the PTO Board next year!** A brief overview of each of the positions is outlined below. Please select one of the following positions and email to [ptopaloma@gmail.com](mailto:ptopaloma@gmail.com) by **Friday, May 1, 2020**. Please note that all positions may be shared by up to two (2) people.

- PRESIDENT:** Note: This position is a two-year term. The President will provide leadership to the Board, including assisting with goal setting and planning of activities. The President must have at least one (1) year of experience within the PTO as a Board member prior to taking office. The President has currently filled one (1) year of her two (2) year term.
- VICE PRESIDENT:** The Vice President will support the President in all aspects and supports Directors on an as-needed basis. The Vice President will play a key role in the day-to-day operations of the organization.
- SECRETARY:** The Secretary will keep an accurate record of the proceedings of each meeting and will be prepared to read, on call, the record of any previous meetings. The Secretary will attend all meetings of the PTO.
- TREASURER:** The Treasurer will receive, collect, recount, make timely deposits and pay out all moneys subject to the order of the organization. The Treasurer is responsible for keeping the monthly financial reports and reporting results at monthly PTO meetings.
- HISTORIAN:** The Historian will participate in all school activities for the purpose of documentation. The Historian will coordinate the school yearbook and will manage the electronic storage of all PTO files.
- DIRECTOR OF FUNDRAISING:** The Director of Fundraising will calendar and coordinate fundraising events in an effort to meet fundraising budget projections.
- DIRECTOR OF ACTIVITIES:** The Director of Activities will calendar and coordinate the student and family activities of the PTO.
- DIRECTOR OF ROOM PARENTS:** The Director of Room Parents will plan, organize and implement training and guidance for all Room Parents as well as serve as the liaison between the Room Parents and the PTO.
- DIRECTOR OF COMMUNITY SPONSORSHIP:** The Director of Community Sponsorship will identify and pursue financial and gift donation support from sources outside the school.
- DIRECTOR OF VOLUNTEERS:** The Director of Volunteers will coordinate volunteers for PTO sponsored events and will work closely with the Director of Room Parents to manage and utilize volunteers for various events.
- DIRECTOR OF MERCHANDISE:** The Director of Merchandise will coordinate pricing, ordering and distribution of spirit wear throughout the school year.
- DIRECTOR OF COMMUNICATIONS:** The Director of Communications will publish a PTO Newsletter on a monthly basis, submit PTO information for publishing to the school website administrator, and create and distribute any necessary communication for the Board.
- ELAC LIAISON DIRECTOR:** The Director of ELAC Liaison is a liaison between the PTO board and the ELAC members of Paloma Elementary, providing information about the needs of each organization and attending monthly meetings.
- DIRECTOR OF GARDENS:** The Director of Gardens will serve to create and maintain a thriving and sustainable working garden to enhance the curriculum and environment at Paloma.

**PLEASE RETURN BY May 1, 2020 by emailing [ptopaloma@gmail.com](mailto:ptopaloma@gmail.com). Feel free to email us with questions.**

PLEASE PROVIDE YOUR CONTACT AND PERTINENT INFORMATION BELOW



## PALOMA PTO ELECTIONS

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

**Tell us a little about yourself (interests, hobbies, skills):** Please use this space or attach a separate sheet.