



**2007-2008 Board Nominations**

	1 <sup>st</sup>	2 <sup>nd</sup> /Co-Chair choice*
<b>President</b>		
<b>Vice President</b>		
<b>Secretary</b>		
<b>Treasurer</b>		

Please indicate who you feel would serve our school in the best manner. The duties of Board positions are listed below. Thank you for helping make our school great!

**Duties of the Officers**

1. The **President** shall preside at all general meetings and executive committee meetings of this organization. The President shall perform such duties as prescribed in the Bylaws, or as assigned to the elected President by the members in the best interest of the organization and the school. They shall coordinate and offer direction to the officers and committees and oversee the running of the organization as well as officers and committees. The President works with administration, staff, and the school community with the goal of enhancing the educational opportunities of the students. They are the Chairperson of the monthly Board meeting, prepare agenda and facilitate discussion. They may write a monthly article for the campus newsletter as needed. They prepare the PTO calendar with the principal, selecting dates for meetings and other events. The President meets with the school principal as needed and prepares the annual PTO budget with the PTO Treasurer.
2. The **Vice President** shall act as an aide to the President. The Vice President shall assume the duties of the President, in the President's absence. The Vice President solicits for each standing committee chairperson for the following year.
3. The **Secretary** shall be responsible for the recording of the minutes of all general meetings and shall perform other such duties as are assigned. Provide the accounting records for an annual audit. Having verified that the Treasurer's annual report is correct, the person(s) conducting the audit shall sign a statement of that fact, to be included with the records of the organization.
4. **The Treasurer** shall:
  - a. Receive all moneys of the organization.
  - b. Keep an accurate record of receipts and expenditures.
  - c. Pay out funds in accordance with the budget as authorized by the organization.
  - d. Present a financial statement at the PTO meetings or upon special request.