



East Gresham PT SO

Board Member Application

Mission -

The East Gresham Elementary Parent Teacher Student Organization (PTSO) is a 501c3 non profit organization. It is organized with the mission of supporting the students and staff of East Gresham Elementary by fostering relationships among the school, parents, staff and students.

Members -

Any parent or guardian of a student at the school may be a member and shall have voting rights. The principal/vice principal and any staff member employed at the school may be a member and have voting rights.

Board Members -

All members are eligible for office if they are members in good standing. Elections will be held at the annual meeting (PTSO May meeting). The nominating committee shall select a candidate for each office and present the slate at a meeting held one month prior to the election. Elections shall be by ballot vote. Board members are elected for one year, beginning July 1st and ending June 30th. A person may be elected to the same office for more than one term. (EGES PT SO Bylaws Article 4. Section 2-5.)

Application -

Any member in good standing that would like to apply for a board position can fill out the following application and submit it to the nominating committee or current president in person or email it to ptsoeastgresham@gmail.com no later than May 1.

Job Descriptions -

a. President. The president shall preside over meetings of the organization and Board, serve as the primary contact for the principal/vice principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees, and coordinate the work of all the officers and committees so that the purpose of the organization is served. Time Commitment: 15-25 hours per month (depending on events and activities)

b. Secretary. The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes book, bylaws, rules, membership

list, and any other necessary supplies, and brings them to meetings. Time Commitment: 4-8 Hours per month

c. Treasurer. The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the Board. He or she will present a financial statement at every meeting and at other times of the year when requested by the Board, and make a full report at the end of the year. Time Commitment: 5-10 Hours Per Month

d. Vice President. The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve. The vice president shall also oversee the committees of this organization. Time Commitment: 10-20 hours per month (depending on events and activities)

e. Events Coordinator. The events coordinator oversees and manages the in person events of the PTSO. The Coordinator is responsible for working closely with all parties involved in the event. They schedule dates in collaboration with the Board. Time Commitment: Variable, 5-25 per month (depending on event calendar and tasks)

f. Communications Officer. The communication officer oversees all communication efforts between PTSO and parents. Ensures that the PTSO website (if in existence) is accurate & up to date with relevant information for parents and volunteers. Publishes information newsletters/emails, manages the PTSO social media accounts and collaborates with the volunteer coordinator to ensure all interested volunteers are notified of opportunities.

g. Volunteer Coordinator. The volunteer coordinator meets with school leaders and board members to determine their volunteer needs. They recruit parent volunteers during school events and through PTSO communications and organize their contact information in a database. They also help ensure parents have completed the background check in order to volunteer at school and PTSO events. Time Commitment: Variable 5-15 hours per month (depending on need).

h. Fundraising Coordinator. The fundraising coordinator works with parents, students, staff and community members to oversee all fundraising activities for the PTSO. They work in tandem with the events coordinator to plan events with a fundraising purpose. They also are responsible for coordinating efforts for finding donations from individuals and corporations or businesses in the community.

Full Name: _____

Email: _____

Phone: _____

Your Child's Name	Grade	Teacher's Name

Position you are applying for: _____

Please read the description of the positions. Tell us why you are a qualified candidate for the position you are applying for here (use reverse side if needed):