

# Willow Creek PTO Board Nominations

2021-2022

- ✓ I want all the students at WCES to have the tools, resources and experiences they need to be successful.
- ✓ I want my child to have a great school year – to have fun learning in a school that is the very best it can be.
- ✓ I want to make a positive impact in my child's school and make a difference in the lives of the WCES students, teachers and staff
- ✓ I want to help decide how PTO fundraising moneys are spent.

If the above statements are true then come join the PTO. For the PTO to be effective and truly be a representative of the school, it is essential to have parental involvement from as many parents as possible. There are jobs that take no more than a couple hours a month, some that are seasonal, and a few that require a routine commitment. All positions can be shared so consider recruiting a friend to co-chair and share the responsibilities of a position!

If you are interested or wish to nominate someone, please place the name and phone number on the ballot on the backside for one of the Elected Executive Board positions. If you wish to serve on the Nominating Committee, complete the area designated for that purpose. All forms must be returned to Teresa Sullivan, Principal of Willow Creek Elementary no later than Wednesday, April 28, 2021

If you would like more information about the commitment involved in volunteering for PTO as an Executive Officer or committee chairperson, please feel free to contact the PTO at [willowcreekPTO@gmail.com](mailto:willowcreekPTO@gmail.com)

Dedicated teachers, staff, and **PARENTS** help make Willow Creek Elementary a great school! Join us – it's rewarding, it's important, it's even FUN!

# PTO Volunteer/Nomination Form

## Volunteer to serve on the Nominating Committee

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

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

## Nominations for Elected Executive Board Positions

(Position terms are served from July 1<sup>st</sup> – June 30<sup>th</sup> of the incoming school year)

**President** – Preside at all meetings of the organization and of the Executive Board. Act as an ex-officio member of PTO committees. Coordinate the work of the officers and some committee chairpersons. Appoint an auditing committee and other duties. Should be a current member of the PTO Board and have served at least one (1) year on executive board.

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

**Vice President** – Act as a chairperson of the Membership Committee. Coordinate the work of and supervise committee chairpersons. Work with Treasurer and President in developing an annual budget which shall define the year's expenses and fundraising expenditures. Assume the duties of the President in the event of the President's temporary inability to serve.

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

**Vice-President Fall Fundraising** – Devise and coordinate fundraising project(s), work with Treasurer in receiving all monies of the organization, work with the Treasurer and President in developing an annual budget which shall define the year's expenses and fund-raising expenditures. Coordinate the work of and supervise committee chairpersons.

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

**Vice President Spring Fundraising** – Devise and coordinate fundraising project(s), work with Treasurer in receiving all monies of the organization, work with Treasurer and President in developing an annual budget which shall define the year's expenses and fundraising expenditures. Coordinate the work of and supervise committee chairpersons.

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

**Secretary** – Record the minutes of all meetings of the organization and of the Executive Board and furnish copies of the minutes to the President. Maintain a roll of all members; take care of all correspondence relating to the organization.

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

**Treasurer** – Shall be financial officer of the organization and shall present a budget at the General Membership Meeting in the fall. Treasurer shall receive all monies together with the Second VP for Fundraising and Third VP for Fundraising and deposit monies in the designated bank. Treasurer shall present a financial report at every meeting. Should be a current member of the PTO Board or committee chair and have served at least one (1) year.

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