



Help us help the school!!

YOUR PTO IN ACTION

Programs Supported

- Teacher Appreciation
- Box Tops for Education
- Classroom Enhancement
- Special Programs

Events Sponsored

- Penny Wars
- Field Trips
- Carnival
- Spirit Week

Services & Supplies

- School Merchandise
- Volunteers Recruitment
- School Fundraising Efforts

Madden PTO

Nominations & Elections for 2019-2020

- ✓ I want Madden Elementary to be one of the best schools in TX.
- ✓ I want my child to have a great school year – to learn and to have fun!
- ✓ I want to help decide how PTO fundraising moneys are spent.

If the above statements are true, then “help us help the school.” Parent involvement is critical for a successful school, so volunteer as a PTO officer or a committee chair for 2019-2020. ***There are jobs that take no more than a couple hours a month, some are seasonal, and a few require a routine commitment. Some may also be done from home!***

Nominate yourself or someone else. (See back of form for elected position descriptions.) Only Madden parents will be considered for nominations. If you have any questions, please contact Ira Domnitz at President.maddenPTO@gmail.com.

Please return this form to your child’s teacher or to the school office by Friday, April 22nd.

Elections will be held at the PTO General Meeting on May 14th in the school cafeteria. Appointed positions will be approved by PTO Board by May 31st.

For information about all Board and Committee Chair Positions, please see the PTO Bylaws and Amendments at www.maddenpto.org/downloads.

Elected Officers

	Nominee Name	Contact Info
President	_____	_____
Vice President	_____	_____
Secretary	_____	_____
Treasurer	_____	_____

Appointed Officers

	Nominee Name	Contact Info
Parliamentarian	_____	_____
Volunteer Coordinator (VIPS)	_____	_____

Appointed Committee Chairs

	Nominee Name	Contact Info
Box Tops	_____	_____
Fundraising	_____	_____
Membership	_____	_____
Room Parent Coordinator	_____	_____
Spirit Merchandise	_____	_____
Teacher Appreciation	_____	_____
Media Coordinator	_____	_____
Learning Garden Warden	_____	_____

Experience:

Qualifications or experience that make me a good candidate for the position:

Why do I want this job:

Additional comments:

Elected Officer Descriptions

The PTO Executive Board comprises elected officers, committee chairs, and school representatives. It meets one day per month to conduct PTO business.

President: The President shall preside at all meetings of the members of the Board without vote. However, a vote may be cast at Board and General Meetings in the event of a tie and shall have full voting rights in all elections. Appoints with advice and consent of the Board, the chairpersons of any general or special committees; have supervision of any general, executive and administrative powers related to PTO subject to control of the Board; implement the general directives, plans and policies formulated by the Board. Shall be authorized to sign on all bank accounts as one (1) of three (3) required signatures on all checks, if the President is not signing then only two designated signatures are required. The President of the Board must have served on the Board for one year in some capacity in the past, or been a member in good standing of the PTO for two (2) years in the past.

Vice President/Ways and Means Chair: The VP shall have such powers and responsibilities as may be determined by the Board or the President. In the absence of the President, the VP shall perform the duties and exercise the authority of the President. Mini-grants shall be distributed and accounted for by the VP. Designated Ad Hoc Committees deemed appropriate shall also report to the VP. The VP shall have parliamentary duties, in the absence of a Parliamentarian as per these By-Laws at all PTO Meetings. Additionally, the VP shall hold all duties and responsibilities as the Ways and Means Chair and hold this duty in accordance of these By-Laws. Shall be authorized to sign on all bank accounts as one (1) of two (2) required signatures on all checks.

Secretary: The Secretary shall have such powers and responsibilities as may be determined by the Board or the President. In the absence of the President and Vice President, the Secretary shall perform the duties of and exercise the authority of the President in addition to the Secretarial duties. The Secretary shall attend all meetings of the members of the Board and record the minutes of those proceedings. Those minutes shall be distributed to members of the Board and posted to the general membership by the Secretary. The Secretary shall notify all Board members of regular meetings and be responsible for all correspondence necessary for conducting business of the PTO.

Treasurer: The Treasurer shall prepare the annual budget for review and approval by The Executive Board and PTO Members, explain the variances between budget and actual figures; maintain the bank account and reconciliation. The Treasurer reconciles deposits and records sales records for each fundraiser. The Treasurer shall present monthly Financial reports and prepare Federal and State returns and other required reports with the assistance of a CPA. The Treasurer shall be authorized to sign on all bank accounts as one (1) of two (2) required signatures on all checks.