



FFE PTO BOARD MEMBERS NEEDED

NOMINATIONS BEING ACCEPTED FOR 2020-2021

IF YOU'RE INTERESTED IN GETTING INVOLVED OR WANT TO NOMINATE SOMEONE ELSE YOU FEEL WOULD BE A GREAT FIT, FFE PTO WANTS TO KNOW! THERE ARE JOBS WHICH TAKE BETWEEN 1 TO 15 HOURS PER MONTH, OR ARE SEASONAL - SO YOU CHOOSE YOUR COMMITMENT!

DEDICATED STAFF, TEACHERS AND PARENTS ARE ALL NECESSARY TO MAKE FINLEY FARMS ELEMENTARY SUCCESSFUL.

SOME OF WHAT WE DO FOR OUR KIDS AND OUR SCHOOL

- **FUNDRAISE**
 - BIG YEARLY EVENT
 - RESTAURANT NIGHTS
 - CAMP OUT
 - WINTER CARNIVAL
- **ALLOCATE FUNDS**
 - PLAYGROUND EQUIPMENT
 - STAFF APPRECIATION
 - BUILDING AND CLASSROOM UPGRADES
- **SUPPORT PROGRAMS**
 - ACCELERATED READER
 - VOLUNTEER
 - TEACHER PROGRAMS
 - CLUB NEEDS
 - ART MASTERPIECE

AND MORE!!!!

ELECTED OFFICERS

PRESIDENT - UP TO TWO:

IF YOU'RE A CREATIVE PROBLEM SOLVER AND LEADER WHO IS COMFORTABLE DELEGATING AND BEING OUR MAIN COMMUNICATOR TO THE PRINCIPAL., THEN THIS IS FOR YOU! THE PRESIDENT MUST ALSO BE OPEN TO TAKING ON EXTRA RESPONSIBILITIES IF NECESSARY. THE PRESIDENT IS ALSO AN AUTHORIZED SIGNER ON CHECKS FROM THE ORGANIZATION.

VICE-PRESIDENT - UP TO TWO:

WE'RE LOOKING FOR A DEDICATED INDIVIDUAL (OR TWO) TO HELP OVERSEE OUR FOUR CHAIRPERSONS AND THEIR RESPONSIBILITIES. THE VICE-PRESIDENT ALSO HELPS WITH ENSURING ALL OBJECTIVES AND POLICIES ARE BEING FOLLOWED.

TREASURER:

HELP US KEEP TRACK OF OUR FUNDS AND WHERE FUNDING IS BEING ALLOCATED THROUGHOUT THE SCHOOL YEAR. VERIFY MONIES RECEIVED AND KEEP A FULL AND ACCURATE ACCOUNT OF ALL DEBITS AND CREDITS FOR THE ORGANIZATION.

SECRETARY - UP TO TWO:

RECORD OUR MEETINGS, TAKE NOTES AND TYPE THEM UP, AND WRITE THANK YOU NOTES! ALSO, KEEP ROSTER OF REGISTERED MEMBERS OF THE PTO AND MAINTAIN THE PTO BOOK OF RECORD WITH MINUTES FROM ALL PREVIOUS MEETINGS

NON-ELECTED CHAIRPERSONS

IF YOU WANT TO BE INVOLVED BUT AREN'T INTERESTED IN ELECTED POSITIONS, HERE ARE OTHER ROLES YOU CAN VOLUNTEER FOR!

PROGRAMS CHAIR: PTO CONTACT FOR MEMBER COMMUNICATION AND MAINTAIN SCHOOL PROGRAM SUPPORT (ART MASTERPIECE, AR, ETC.). MAINTAIN NON-EVENT FUNDRAISING (BOGO PASS, SMILE.AMAZON.COM, ETC.). OVERSEE AND HELP MAINTAIN SOCIAL MEDIA AND WEBSITE (OR FIND VOLUNTEERS).

EVENTS CHAIR: HELP CREATE AND FACILITATE SCHOOL/COMMUNITY EVENTS (DANCES, PARENT EVENTS, CARNIVAL, ETC.). YOU DON'T NEED TO CHAIR EACH EVENT, YOU WOULD OVERSEE THE EXECUTION AND ENSURE EVENTS ARE WITHIN BUDGET.

FUNDRAISER CHAIR: FACILITATE SCHOOL/COMMUNITY FUNDRAISERS AND RELAY INFORMATION TO THE REST OF THE EXECUTIVE BOARD. MAINTAIN INFORMATION REGARDING TIMELINES AND CONTRACTS TO PRESENT.

LIAISON CHAIR: BE THE PTO CONTACT FOR ALL STAFF & FACULTY COMMUNICATION. FACILITATE TEACHER/STAFF APPRECIATION EVENTS.

NOMINATE SOMEONE (OR YOURSELF) TODAY!

EMAIL YOUR NOMINATION(S) TO FINLEYFARMSPTO@GMAIL.COM.

NOMINATIONS ARE DUE BY **MONDAY, JUNE 1ST** AND VOTING WILL TAKE PLACE ELECTRONICALLY VIA SECRET BALLOT BEGINNING **WEDNESDAY, JUNE 3RD**. VOTING CLOSSES **FRIDAY, JUNE 5TH**. YOU MUST BE A CURRENT PAID MEMBER TO BE ABLE TO VOTE IN THE ELECTIONS.