

# **CRMS PTO NOMINATION FORM**

## **General Election for the 2018- 2019 School Year**

If you are interested in running for a CRMS PTO Executive Board position, please check the position you are interested in and complete & return this form by **Friday, April 27, 2018**. If you want to volunteer but do not wish to be a board member you can help by chairing a committee. A list of available Committees for next year will be posted in the coming months (example- Clothing Drive, Book Fair, March Madness, etc.) Send to the office in an envelope marked PTO **OR** send via email to [ChestnutRidgePTO@gmail.com](mailto:ChestnutRidgePTO@gmail.com). Please do not nominate someone without their consent. A brief summary of each position is attached. If you have any questions please contact us via email. Thank you.

**Name:** \_\_\_\_\_

**Child's Name & Grade:** \_\_\_\_\_

**Phone#:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**I am interested in the following position for next year:**

**Co-President:** \_\_\_\_\_ **Vice-President:** \_\_\_\_\_

**Secretary:** \_\_\_\_\_ **Treasurer:** \_\_\_\_\_

**I would like to Chair a Committee** \_\_\_\_\_

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**Prior PTO/Volunteer experience:**

## **DUTIES OF PTO OFFICERS**

**Co-Presidents:** The Co-Presidents shall preside at all the meetings and shall represent the organization officially. The Co-Presidents are responsible to oversee all PTO functions.

**Vice-President:** The Vice-President shall be responsible for all PTO memberships & fundraising. The Vice-President secures volunteers for all PTO events.

**Secretary:** The Secretary shall record and maintain a record of all meetings. The Secretary shall handle all correspondence and shall record and maintain a record of meetings. The secretary updates and maintains our Facebook page.

**Treasurer:** The Treasurer shall pay all expenses, shall maintain and review the accounts of the PTO, and shall report all income and expenses to the PTO Board and the Principal.

**The Executive Board meets once per month. Office are required to attend these meetings.**