

Do you know a Springwoods parent that is creative, energetic,
and wants to make a **POSITIVE** impact at our school?
Or...does this describe you!

If so, please consider submitting a nomination for next year's PTO at Springwoods.
The attached nomination form is due back to school by Friday, April 13, 2018.

Please don't wait for **Someone eLSe** to volunteer.
If there is no executive board,
springwoods will not be able to have a pto next year.

The following Executive Board Officer positions will be available for nominations:

President The president presides over meetings of the organization and executive board, serves as the primary contact for the principal, represents the organization at meetings outside the organization, and coordinates the work of the officers and committees. Although this is a one-year term, the following year the "past president" will remain on the board in an advisory capacity to the following president and Executive Board. {4+ hours per week}

Vice President The vice president serves as an ex officio member of all committees (except the nominating committee). The vice president is also oversees and maintains an inventory of all PTO property. In addition, the VP assists the President and carries out the president's duties in his or her absence or inability to serve and other duties as may be assigned. {2-4 hours per week}

Secretary The secretary keeps digital and paper records of the organization, takes minutes during meetings, handles correspondence, and sends notices of meetings to the membership. The secretary

also keeps a permanent copy of the minutes, bylaws, procedures, membership list, and any other necessary supplies and brings them to meetings. {1+ hour per week}

Treasurer The treasurer is responsible for the funds of the organization; keeping an accurate record of receipts and expenditures, and pays out funds in accordance with the approval of the executive board. The treasurer provides a financial statement at every meeting and at other times of the year when requested by the executive board or general membership, and makes a full report at the end of the year. The treasurer also ensures all PTO activity is in compliance with current Internal Revenue Service (IRS) and state requirements. {4+ hours per week}

Parliamentarian The parliamentarian ensures that "Robert's Rules of Order" are being utilized at meetings. The parliamentarian also takes the lead to establish, update, and maintain the organization's policies, guidelines, and bylaws. {1+ hour per week}

The following Executive Board Committee Chair positions are also available:

Event/Fundraising Committee

Community Committee

Staff Appreciation Committee

Marketing Committee

Volunteer Committee



2018-2019 pto nominations

Please return by Friday, April 13

Please don't wait for **Someone eLSe** to volunteer.
If there are no executive board nominations,
there cannot be a pto next year.

submitted by

Nomination 1~

Name: _____

Contact Info-Phone: _____ Email: _____

Position: _____

See attached list of positions

Is the nominee aware of this nomination? Yes No

Nomination 2~

Name: _____

Contact Info-Phone: _____ Email: _____

Position: _____

See attached list of positions

Is the nominee aware of this nomination? Yes No

Don't want to nominate or be nominated for a board position?

consider volunteering for the nominations committee!

The committee needs 3 or more volunteers to oversee the elections for the 2018-2019 PTO board officers and committee chairs. The meeting days will be on or about Friday, April 13, Friday, April 27 and Thursday, May 3.

Yes, I would like to help out by volunteering for the nominations committee, please contact me at: _____

Ballots will be sent home to all PTO Members on Thursday, April 19, 2018* and will be due back to school on Friday, April 27, 2018. The 2018/19 Executive Board will be announced at the May PTO Meeting, on Thursday, May 3, 2018 at 6:30pm in the Library.

*Should only one person run for each of the positions, the Nominations committee will not send out formal voting ballots. The formal announcement will be read at the May meeting. If at least one position has more than one person running for that position, formal ballots will be sent to all PTO members. Ballots will be collected, tallied and the winners will be announced at the May meeting by the Nominations Chair.