

Valley Ridge Academy PTO Executive Board Election

*The following PTO Executive Board positions are open for nomination for the 2019-2020 school year at Valley Ridge Academy
The nomination deadline is Friday, March 29th, 2019
The election will take place on April 29th, 2019*

President

Vice President

Treasurer

Secretary

Membership Coordinator

Business Partner Coordinator

Volunteer and Room Parent Coordinator

This packet lists the duties and responsibilities of PTO executive board positions. The packet will also explain each position in more detail. Please feel free to contact us at VRAPTOPrez@gmail.com with any further questions. If you would like to nominate yourself or someone else (with his or her permission), please print and complete page 4 of this packet. Send the completed form to school with your child in an envelope labeled "VRA PTO Mailbox" or bring the form directly to the VRA front office by Friday, March 29th, 2019.

**The PTO election will take place on Monday, April 29th, 2019 at 7:00 pm at Valley Ridge Academy (Location: TBD).
Voting will take place by written ballot.**

Valley Ridge Academy PTO
2019-2020 Executive Board Positions
Job Descriptions & Responsibilities

All Executive Board Members:

- Foster a climate of support to all students and staff at Valley Ridge Academy
- Attend monthly executive board meetings and quarterly general membership meetings
- Attend PTO-sponsored events.
- Vote on all financial decisions of the PTO
- Mentor present and future board members
- Assist with treasury needs (counting money at the end of an event, running registers at events, selling PTO merchandise)
- Maintain a folder of information for his/her position and events that will be handed over to successors
- Must be paid members of the PTO in good standing
- Perform such other duties as may be delegated to him or her.

President:

- Presides over monthly executive board meetings and four general PTO general membership meetings
- Maintains communication with PTO members and the school at large
- Signs all contracts and documents authorized by the Executive Board
- Appoints all chair people of standing and special committees
- Meets with the principal and acts as the liaison between the PTO and all administrators
- Oversees committees and fundraisers

Vice President:

- Assists president in all above duties
- Implements parliamentary procedures
- Performs the duties of the president in his or her absence

Secretary:

- Takes minutes at each meeting and distributes the minutes 10 days out from the meeting with action items for all board members
- Writes and sends thank you notes to all individuals or organizations that deserve special recognition (outside of current business partners)
- Maintains attendance records at all meetings

Treasurer:

- Maintains the PTO checking account
- Provides monthly reports at all PTO meetings
- Makes all deposits to the bank
- Pays expenses, reimbursements and invoices incurred by the PTO
- Oversees tax return (to be completed by a tax professional)

Membership Coordinator:

- Plans and executes the annual membership drive and incentive levels
- Maintains the membership toolkit and member directory
- Plans and executes the annual membership breakfast
- Performs the duties of the vice-president in his or her absence
- Sends monthly updates of activities and events to PTO members

Business Partner Coordinator:

- Seeks out businesses in the community to partner with the PTO through monetary and in-kind donations
- Coordinates business partner advertising and events with the school
- Develops a business partner plan for each new school year
- Provides an end of the year gathering in appreciation of all business partners
- Prints and frames business partner certificates for distribution
- Writes and sends thank you notes to all current business partners
- Sends monthly updates of activities and events to PTO business partners

Volunteer and Room Parent Coordinator:

- Creates sign-up geniuses for all events requiring volunteers
- Plans and executes the volunteer breakfast at the end of the school year
- Plans an informational meeting for room parents

Nomination Form

Please print and complete this form in order to nominate yourself or someone else (with his/her permission) for one of the above listed PTO executive board positions.

Return the completed form to school with your child in an envelope marked "VRA PTO Mailbox" or send directly to the VRA front office **by March 29th, 2019.**

- **Your Name:**

- **Person you are nominating (self or other):**

- **Child/Children:**

- **Phone:**

- **Email Address:**

- **Position of Interest:**

- **Past volunteer experience:**

- **Skills or knowledge you will bring to a PTO board:**
