

LPA PTO NOMINATION FORM

Are you or someone you know interested in joining the LPA PTO Executive Board? The LPA PTO is a fun and dynamic organization that makes a big difference in the LPA family. So here is another great opportunity to help your children, their teachers and our school. The PTO is requesting nominations for the officer positions for the school year 2016-2017. If you are interested or would like to nominate someone you think would be a great candidate, please complete the form below. Nominees will be contacted to verify their interest. **NOMINAIONS MUST BE RECEIVED BY FRIDAY, APRIL 15, 2016. NO nominations will be accepted after the deadline.** The following positions are open:

1st Co-Vice President- assist the President and carry out the President’s duties in his/her absence or inability to serve, help with the fundraising committee, and perform other duties.

2nd Co-Vice President- assist the President and carry out the President’s duties in his/her absence or inability to serve, help with the fundraising committee, and perform other duties.

Secretary-secure meeting locations, prepare agenda, take record and transcribe minutes, keep all records, handle correspondence, perform other duties as needed by the organization

Assistant Secretary- carry out the secretary’s duties in his/her absence or inability to serve and perform other duties as needed by the organization.

Treasurer- receive all funds, make deposits/withdraws, keep record of all receipts, expenditures and disbursements, pay out funds, present a financial statement at every meeting.

Communication Chair- Obtain support by creating necessary committees or subcommittees to provide communication through the LPA PTO website, Edbacker and Facebook. Provide advertising for PTO events.

Room Parent Chair- obtain support by creating necessary committees or subcommittees to assist teachers with their classroom.

Membership Chair-obtain support by creating necessary committees or subcommittees, recruit members to PTO.

Fundraising Chair- establish annual fundraising goals, create committees or subcommittees heads to provide support and help with different fund raising.

For a full description of these positions please visit the school’s website under the PTO tab.

PTO Officer Nomination Form 2016-2017 School Year

Please circle the position you are interested in

1st Co-Vice President

2nd Co-Vice President

Secretary

Assistant Secretary

Treasurer

Communication Chair

Room Parent Chair

Membership Chair

Fundraising Chair

Candidate Name _____

Email

Address _____

Phone

Number _____

Brenda Riley
Nomination Committee

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