

**YSWPCS PTO OFFICER NOMINATIONS  
2016-2017**

The PTO is currently seeking YSWPCS parents/guardians to fill the following Officer positions for the 2016-2017 school year. If you are interested or would like to nominate someone you think would be a great candidate, please complete the form below and send it back to school with your child. The nominating committee will correspond or meet with interested parents and will post a slate of officers-elect at the PTO meeting in May. Please contact a current PTO officer or a nominating committee member with any questions you have about the offices and process. The deadline for submission is Friday, April 29, 2016.

**President:** Serve as leader and key contact for the PTO; preside at all PTO meetings; ex-officio member of most committees; appoint chairpersons for special committees; coordinate the work of the officers and committees so that the PTO's objectives can be met. (Effort: year-round, on-going)

**Vice President:** Act as an aide to the President; perform the duties of the President in the absence or inability of that officer to serve; assume other responsibilities as assigned by the Executive Board; coordinate the general activities of any Special Committees created by the Executive Board. Ideally – is willing to serve as President in the future. (Effort: year-round, time varies depending upon roles)

**Secretary:** Keep the minutes of all general meetings and all meeting of the Executive Board; prepare correspondence and perform all other duties assigned; help recruit committee chairpersons for all vacant standing committees of the board; keep the calendar of events for the PTO. (Effort: 3-4 hours per month, includes attending meeting and typing up minutes)

**Treasurer:** Be responsible for and have custody of all funds; make disbursements as properly authorized; be present at all PTO events where money will be collected; assure that PTO policies and best practices are followed with regards to funds; prepare financial reports for each meeting and as needed; prepare the books for an annual audit. (Effort: 4-5 hours per month, average)

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Name of interested/nominated candidate\_\_\_\_\_

Phone and e-mail\_\_\_\_\_

Special interests or talents to bring to the PTO\_\_\_\_\_

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Please complete the above information, place in an envelope labeled PTO NOMINATING COMMITTEE and return to school with your child by Friday, April 29th.

Thank you,  
The Nominating Committee