

Austin PTO Seeking Board Members!!!

Dear Austin Parents,

The Austin PTO needs you!!! Select positions for the PTO are up for nomination. You will have a chance to help make decisions for the school and your child will have a better learning experience. Please consider volunteering your time and efforts to help Austin Elementary continue to be a great school by serving on the PTO Executive Board. Please see the attached list of the open offices and a general description of the duties as well as the time commitment involved. Also, please note that the following are PTO sponsored events in which you will be asked to assist with (dates to be determined) as well as the monthly PTO meetings which are held on the 1st Thursday of every month). It truly is a great experience to be involved in such a wonderful school.

Please return this form by March 11, 2016. If you have any questions please don't hesitate to contact Melissa Roe or any of the PTO Executive Board members.

Thank you!

Name: _____

Phone number: _____

Position Interested In: _____

President Elect: Prepare for presidential duties the following year and perform duties of president when president is unable to fulfill duties. The president elect is the program chairman of the organization, and shall plan programs for the general meetings of the PTO and for the student body that promote the purpose of the PTO.

Co-VP Membership: This person is responsible for assisting the VP of Membership in the annual membership drive in the fall as well as helping generate interest in the PTO activities and keeping an updated membership file. Time involved: Most activity takes place in the fall with membership drive and putting together membership book.

Vice President-Volunteers: The Volunteer Coordinator is responsible for organizing and coordinating all volunteer positions (i.e. Grade Level Coordinators, Room Moms, etc.) in the school as needed by the staff of Austin Elementary. Also provides Volunteer training and assists the President as needed. Time involved: Primarily needed at the beginning of the school year to coordinate volunteer positions as well as seeing that all positions are filled.

Co-VP Volunteers: This person is responsible for assisting the VP of Volunteers.

Secretary: The secretary shall take minutes at all PTO meetings and assure that the minutes are available to the board monthly. Shall also perform other duties as assigned by the board. Time involved: Need to be available to attend the monthly meetings as well as help with any other PTO activities.

Treasurer: Deposit funds, disperse funds as directed by the board and keep accurate record/reports to show the general assembly. Shall give report of current budget and helps to organize budge for the following year. Time involved: Need to be available during high fundraising times: back to school t-shirt sales, carnival and fall/spring fundraisers as well as monthly meetings.

Treasurer Elect: The Treasurer Elect shall assist the Treasurer and keep accurate records of any receipts and expenditures. Time involved: Needs to be available during fundraising and activities involving money intake for counting deposits. Will assist the Treasurer as needed.

Co-Yearbook Coordinator: Shall assist the Yearbook coordinator in taking pictures and compiling the yearbook. Also shall assist in selling yearbooks and distribution of yearbooks. Time involved: Varies throughout the year.

Parliamentarian: Become familiar with the PTO Bylaws and Robert's Rules of Order Newly Revised. Assist PTO in the interpretation of the bylaws and rules of order.

Non-Board Positions

School Store Co-Chairman: Assists the chairman in helping organize supplies and volunteers on the Fridays that school store is open.

Carnival Chairman: Responsible for organizing and coordinating annual carnival. (Fall)

Fall Harvest Chairman: Responsible for organizing and coordinating the harvest market of local vendors during fall carnival.

Silent Auction Chairman: Responsible for collecting, organizing and displaying silent auction items during carnival.

School Supplies Chairman: Responsible for organizing, coordinating school supplies orders (in the spring) and the distribution of school supplies for the open house the week before school starts.

Welcome/ Farewell Chairman: Responsible for welcoming new students/families to Austin and bid farewell to anyone leaving the school.

Hospitality Chairman: Responsible for organizing and coordinating special events and rewards for the staff.

Butterfly Garden Chairman: Responsible for maintaining butterfly garden walkway in front of the school.

Workroom Chairman: Responsible for organizing and coordinating volunteers for such things as copying, marquee, bulletin boards, etc.