



# AOL – PTO NOMINATION BALLOT

## FOR 2018-2019 PTO BOARD

The 2017/2018 PTO Board will be accepting nominations for officers for the 2018/2019 school year.

All nominations must be received in the school office by Monday, April 2, 2018. Please mark your nominations on the official ballot below and place in a sealed envelope marked "PTO Nominations". Installation of the new officers will take place at the May 3<sup>rd</sup> PTO Meeting.

**President** – The President shall preside at all regular and special meetings of the PTO. Plan and prepare for upcoming PTO events. Communicate between the PTO board and the Principal on all events and projects. Set meeting agenda and make executive decisions as needed. The President shall have the authority to assign additional duties to board members.

**Vice President** – The Vice-President, in the absence of the President, shall perform all of the duties of the President. In addition, the Vice-President is responsible for PTO attendance records. Plan and prepare for upcoming PTO events.

**Treasurer** – The Treasurer shall maintain up-to-date records of income and disbursements and give an accurate report of the financial status at all PTO Meetings. The Treasurer is also responsible for the 50/50 drawing at all PTO meetings and events. Plan and prepare for upcoming PTO events.

**Recording Secretary** – The Recording Secretary shall maintain a written record of all acts of the PTO. Preserve all reports and documents committed to his/her care. Plan and prepare for upcoming PTO events.

**Corresponding Secretary** – The Corresponding Secretary shall receive and dispose of all correspondence as directed. Preserve all reports and documents committed to his/her care. Write thank you notes as needed. Plan and prepare for upcoming PTO events.

**Room Parent Coordinator** – The Room Parent Coordinator shall solicit room parents for each class. Coordinate between the PTO Board and room parents as needed. Plan and prepare for upcoming PTO events.

**Teacher Liaison** – The Teacher Liaison shall attend the PTO Board meetings providing input and suggestions on behalf of the Teachers and Staff of AOL.

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### 2018/2019 PTO Board of Directors Official Nomination Ballot

**Nomination for President:** \_\_\_\_\_

**Nomination for Vice-President:** \_\_\_\_\_

**Nomination for Treasurer:** \_\_\_\_\_

**Nomination for Recording Secretary:** \_\_\_\_\_

**Nomination for Corresponding Secretary:** \_\_\_\_\_

**Nomination for Room Parent Coordinator:** \_\_\_\_\_

**Nomination for Teacher Liaison:** \_\_\_\_\_

(Please Return to Office by Monday, April 2, 2018)