

Athlos Academy of Utah Parent Teacher Organization (PTO) Board Nomination Form 2020-2021

DO YOU WANT TO:

- | | |
|--------------------|---------------------|
| Be More Involved | Make a Difference |
| Support Our School | Learn Something New |
| Meet New People | Have Fun! |

This is an incredible opportunity to make a difference in your child's school life. All positions are open for nominations. We encourage you to talk to any PTO Board member if you have questions. **We are in need of creative, energetic and dedicated individuals to help make the next school year amazing!**

Contact us at AAUTPTO@gmail.com with any questions or refer to the attached Board Position Descriptions.

Please submit this form to the PTO via your child's teacher or the front office by **March 13th 2020**. The election will be held at the **Athlos PTO General Assembly Meeting on April 16th, 2020 at 7:00 PM** in Room 126.

Your Name _____

Phone _____

Email _____

Student(s) Name _____

Grade(s) _____

Please check the position of interest:

PTO Executive Board **(Elected)**

- President
- President-Elect
- Secretary
- Treasurer

PTO Standing Board **(Appointed)**

- Programs VP
- Public Relations VP
- Community Involvement VP
- Membership VP

Committee Chairs **(Non-Elected)**

- Room Parent/
Volunteer
Coordinator
- Hospitality/Teacher
Appreciation Chair

PTO Board Positions

Executive Board

President

The role of President is pretty easily defined – they oversee it all. The President should not only be comfortable with creating the agenda for regularly scheduled meetings, but also running the meetings, soliciting volunteers for various committees, and spearheading all fundraising with gusto. Ideally, the President will have served in at least one other capacity during their time with the organization so that they have the experience to fill in any other role, if needed.

President Elect

The VP is essentially the President's right-hand man or woman, and should have a good working relationship with the President. The VP is typically responsible for fulfilling the duties of the President should they be unable (ie: running the meeting if the President is not present), as well as assisting with other duties that contribute to everything running smoothly, such as setting up for the meeting and heading up various committees. Ideally, the Vice President is someone that aspires to hold the position of President in the future, and should be looking at their time as VP as a training ground for future greatness. Like the President, a good VP will have held other roles within the organization, so they are able to fill in at a moment's notice.

Treasurer

Someone has got to be responsible for collecting dues and payments and that person is the treasurer. In addition to being trustworthy and reliable, the Treasurer should also be someone who is interested in taking on various leadership responsibilities when called upon such as coordinating volunteers, stepping in for the Secretary or Vice President when needed, or heading up committees.

Secretary

A great Secretary should be looked upon as the organization's eyes and ears. They'll be responsible for taking notes during meetings and sending them out to the entire membership afterward, coordinating and creating regularly scheduled newsletters, and maintaining any and all files and forms for the group. The Secretary should also be prepared to fill in for the Treasurer if needed, as well as taking on other responsibilities as necessary.

PTO Standing Board

During the course of the year various events will crop up that need someone to spearhead them to run efficiently. This is where the other members of the organization who haven't been elected to the Executive board will get their chance to leave their mark. The standing board should be prepared to solicit volunteers for their event, work with the Treasurer and Secretary to gather funds and put together a communications calendar, coordinate a schedule of events with the President and/or President Elect, and be present on the day of their event to ensure that everything is running smoothly.

Although they should defer to the wishes of the executive board, in general the standing board will be fully responsible for their event. This will avoid the problem of too many people trying to manage an event, which can typically end with someone forgetting to do something because they think someone else is handling it, or too many people doing too many things and everything getting far more complicated than it needs to be. The following positions are needed to fill the standing board:

Programs VP

The Programs VP oversees the programs of the PTO as determined by the Board. Typically, this consists of 4 quarterly activities or family nights.

Community Involvement VP

The Community Involvement VP should assist in the development of business partners to support the programs and activities of the PTO.

Public Relations VP

All communication from the organization to the greater parent/community population should come from the Public Relations VP, so that all messaging is cohesive and there is no overlap in communication.

Membership VP

The Membership VP should maintain an up-to-date list of contact information for other members, volunteers, and their entire audience (parents and community members). Additionally, they will oversee both membership drives (Fall/Winter).

PTO Committee Chairs

The following positions are appointed positions and do not need to be voted on:

Hospitality/Teacher Appreciation Chair

The main responsibility of this chair is to form a hospitality committee to implement teacher appreciation week, birthday recognitions, parent teacher conference dinners and any other recognition for faculty and staff as determined by the committee.

Room Parent and Volunteer Coordinator

This chair is responsible for recruiting, retaining, matching volunteers with activities and recognizing volunteers for their efforts. This includes room parents for each teacher.