

# Indian Hill PTO

## Executive Board Nomination Form

### 2012-2013 School Year



Nominate yourself or someone else you think would be a great fit as an IH PTO Executive Board member. Dedicated teachers, staff and PARENTS help make Indian Hill Schools great! Join us – it’s rewarding, it’s important and it’s fun!

If you nominate yourself or someone else for more than one position, please rank in order of preference.

Elected Officers	Nominee Name	Contact Information
Vice President	_____	_____
Treasurer	_____	_____
Capital Grants Treasurer	_____	_____
Membership Chair	_____	_____
Communications Chair	_____	_____
Communications Secretary	_____	_____
Program Chair HS	_____	_____
Program Chair MS	_____	_____
Program Chair ES	_____	_____
Program Chair PS	_____	_____

*Note: Program Chairs do not sit on the Board; will serve on Board following year as School Director.*

Why do you think the person you nominated would be a good fit in this position?

\_\_\_\_\_

\_\_\_\_\_

If you are nominating someone other than yourself, has the nominee expressed interest in serving?  yes  no  don't know

Submitted by (name optional): \_\_\_\_\_

### Timeline

**February 10<sup>th</sup> - Deadline for Nomination Forms**

**March 14<sup>th</sup> - Board Slate presented and voted on at IH PTO General Meeting**

**May 9<sup>th</sup> – Installation of 2012 – 2013 IH PTO Board at General Meeting.**

Please return completed forms to any school’s PTO mailbox, general PTO mailbox at Board of Education 6855 Drake Rd or visit our website at [ihpto.com](http://ihpto.com) and submit electronically.

Any questions about nomination process or positions, feel free to send an email to [indianhillpto@gmail.com](mailto:indianhillpto@gmail.com)

## Job Description for 2012-2013 PTO Board

**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. This position steps up to the President the following year.

**Treasurer-** responsible for and have custody of PTO funds includes overseeing After Prom and Capital Grants; make disbursements as properly authorized; assure that PTO policies and best practices are followed; prepare financial reports for each meeting; prepare the books for audit and submit appropriate tax forms annually; work with Program Chairs to establish individual committee budgets. Make sure budgets are maintained.

**Capital Grants Treasurer** – collects capital grants funds; coordinates with the Principal and Director at each school; distributes approved capital grant funds; reports monthly to PTO Treasurer.

**Membership Chair**– organize the annual PTO membership drive and the on-going process to encourage membership. Coordinate end of year school supply-orders with School Supply chairs; works at Kindergarten screening to promote membership to new parents. Provides sign-up opportunities at each IH PTO meeting and maintains membership records.

**Communications Chair** – is an information technology position which maintains PTO website and submits weekly PTO eBlasts and announcements to the District Director of Communications. Coordinates all audio visuals for IH PTO general meetings.

**Communications Secretary** – takes all meeting minutes and forwards to Communication Coordinator to place on website; write thank you notes.

**Program Chair** – acts as an assistant to the Director to the School Directors. Assists Director in filling volunteer positions for the school year, helps Membership Chair with the IH PTO membership drive in the fall. Also coordinates with Director on room parent presentation for all grade levels (ES/PS) in August. Although nominated, the Program Chairs do not sit on the Executive Board. This position is one year with *the expectation of stepping up to the Director of their respective school the following school year.*

As a School Director, duties involve maintaining contact with the principals at their school; works with the Program Chair at their school to fill volunteer positions; reports school activities to the PTO Board; coordinates distribution of capital grant forms. Helps Treasurer make sure individual school committee budgets are maintained.