

## **Westmoor PTO Executive Board Positions**

### **Open for 2018-19 School Year**

The PTO Nominating Committee will be assembling a slate of nominees for the 2018-19 PTO Executive Board. The positions that will be open are President, Vice President Classroom Activities, Corresponding Secretary, and Recording Secretary.

Each position is a two-year term; however, if your student only has one year left at Westmoor, we'd love to consider you for a one-year term if you'd like to serve! Please apply for one or many roles – we look forward to seeing some new faces on the Executive Board!

The duties and responsibilities of these positions are as follows:

#### **Corresponding Secretary**

- Conducts official correspondence of the organization as directed by the president, Executive Committee or PTO Board, keeping one copy in the permanent file and transmitting others as appropriate.
- Sends correspondence to staff for a birth, death or retirement
- Purchases gifts, cards and/or flowers for school faculty and others as determined by the Westmoor PTO President or its Executive Committee or PTO Board
- Oversees specific committees as delegated by the president
- Attends Executive Board meetings
- Performs other duties as delegated by the president

#### **Recording Secretary**

- Acts as an aide to the president
- Records the minutes of all meetings of the PTO
- Distributes the minutes following each meeting
- Maintains a copy of the minutes of each meeting in a permanent file
- Maintains an accurate record of the attendance of all meetings
- Sends out all notices for PTO meetings and market participation to the Westmoor community
- Attends Executive Board meetings; and
- Performs other duties as may be delegated by the president

## Vice President, Classroom Activities:

- Recruits and organizes the Room Parents for each respective grade level
- Trains Room Parents on their responsibilities at the Room Parent Meeting in August
- Sets up and oversees PTO Headquarters
- Coordinates all communications to the room parents on behalf of the PTO and its committees
- Communicates classroom party volunteer lists to the front office
- Manages the classroom volunteer sign up process
- Oversees specific committees as delegated by the president
- Serves as a member of the Budget and Finance Committee
- Attends Executive Board meetings
- Performs other duties as delegated by the president

## President

- Presides at all meetings of the Westmoor PTO and its Executive Committee
- Appoints members of the PTO to designated responsibilities including chairpersons and members of standing committees
- Is a member ex-officio of all committees except the nominating committee and the auditing committee
- Appoints members to special committees and appoint special committee chairpersons
- Appoints an auditing committee of not less than three (3) persons, subject to the approval of the PTO Board, not later than the April meeting;
- Has the authority to sign checks
- Is familiar with the organization's by-laws and ensure that the bylaws are reviewed at least every two (2) years
- Is responsible for other duties as may be assigned by the PTO Council, its president or its Executive Board;
- Delegates the work of the organization to other officers or chairpersons as may be appropriate
- Coordinates the work of the officers and committees, in order that the objectives of the Westmoor PTO may be promoted.

Attached is a nomination form. Please place the completed form into an envelope and place in my mailbox (PTO President) inside the school office. You can also email your nominations to current President, Marcy Brajkovic, at [marcy@brajkovic.com](mailto:marcy@brajkovic.com). The Nominating Committee will then meet to consider the slate. Announcements will be made in February 2017 in the Westmoor Weekly.

## Westmoor PTO Executive Board Nomination Form

The Nominating Committee of the Westmoor School PTO will meet to slate officers for the 2018-19 school year.

If you are interested in being nominated for an Executive Board position, return this form to Marcy Brajkovic in the PTO President mailbox located in the office mailroom by Friday, February 2, or email it to her at [marcy@brajkovic.com](mailto:marcy@brajkovic.com)

For more information, please contact Marcy Brajkovic at the email above or call her at 773/551-1513.

Thank you for your interest!

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I would be interested in serving on the Westmoor Executive Board as (pick as many as apply):

President

Vice President, Classroom Activities

Vice President, Corresponding Secretary

Vice President, Recording Secretary

Name: \_\_\_\_\_

E-mail \_\_\_\_\_

Phone: \_\_\_\_\_

Please tell us a little about your past experience with PTO (volunteering, committee involvement, etc) and / or relevant job experience: