

- 2023/2024 -

PTO NOMINATIONS

Know someone who would be a great PTO leader? Let us know!

It's time to nominate individuals for next years PTO Executive Board!

The PTO is responsible for keeping teachers/staff, parents and students connected, as well as organizing activities and events to help raise funds for the school while enriching the elementary school experience of our students. Taking on one of the five (5) Executive Board positions below is no small task, but we can assure you that it is rewarding, appreciated and definitely makes a difference in our school community!

Check out the back of this form for details of the duties and responsibilities of each Executive Board position. If you, or someone you know in our E.O.E. community, is a candidate for a PTO leadership position **please fill in the form below with a FIRST/LAST NAME & PHONE NUMBER.**

A nomination form must be completed and submitted to the E.O.E. Front Office, your child's teacher or by email to EastOlyPTO@gmail.com, by June 7th, 2023, in order for a nomination to be accepted / nominee to be in the running!

Thank you for your help and support!

Your 2022-2023 PTO

President _____

Vice President _____

Treasurer _____

Secretary _____

Communication Coordinator _____

*Please remember, this is only a nomination. Nominees will need to accept their nomination and then be elected by a majority vote by current PTO members in our June general meeting.

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Elected Officers of the Executive Board

(Commitment is August 1 - July 31)

President

Preside at General EOE PTO Meetings and Executive Board meetings, serve as the official representative of the EOE PTO, and retain all official records of the EOE PTO.

Serve as the leader of the PTO and its Chair Committees - making decisions and delegating tasks. Make purchases on behalf of the PTO and sign checks as a bank card holder.

Vice President

Oversee the committee system of the EOE PTO, assist the President and chair meetings in the absence of the President.

Treasurer

Serve as custodian of the EOE PTO's finances, collect revenue, pay authorized expenses, report financial activity every month, share bank statements every month, prepare year-end financial reports, file year-end tax paperwork with the IRS, facilitate an annual audit, and hold all financial records.

Handle/sign teacher, board or other reimbursements in accordance with the Bylaws. Make purchases on behalf of the PTO as a bank card holder.

Secretary

Record and distribute minutes of all Executive Board meetings and all General EOE PTO meetings, prepare agendas for official EOE PTO meetings, send notices of meetings to the membership, hold historical records for the EOE PTO.

Communication Coordinator

Ensure that all events & fundraising efforts are communicated through email, Facebook and the EOE portion of the school website. Be responsible for responding to all inquiries on social media and work with the Executive Board & Committee Chairs to ensure that all PTO members receive information in a timely and accurate manner.