

2016-17 Beverly PTO Nominations

Do you have the time, energy, and desire to make Beverly the best it can be? Will you work cooperatively with administration, staff, and other parents to bring new opportunities? Do you have a special skill that you can contribute? We're looking for you! **Nominations are now open for the 2016-17 Beverly PTO Executive Board and Committees.** You must be a 2015-16 PTO member to vote for, be appointed to, or run for a position on the Beverly PTO. Memberships are \$5 and may be purchased at all PTO meetings.

Descriptions of each position are on the back of this form. You may nominate yourself or others. Please provide a full name and whenever possible, current contact info for your nominee(s).

RETURN THIS FORM TO THE SCHOOL OFFICE ★ Attention: PTO Nominating Committee

The following positions are ELECTED by the membership and will be voted upon by ballot, tallied, and announced at the May PTO Meeting. All positions are a one year time commitment except for Vice President, who will move to President for the following school year.

President: Jennifer Fulop

Vice President: _____

Ways & Means (Fundraising): _____

Secretary: _____

Parliamentarian: _____

Communications: _____

Treasurer: _____

The following positions are APPOINTED and will be filled and announced at the May PTO Meeting.

Athletics: _____

Spirit Wear: _____

Box Tops/ LFE: _____

Beverly Bakers: _____

5-8 Grade Dance: _____

Grandparent's Dance: _____

6/8th Grade Fundraising: _____

Person Nominating: _____ Member ID: _____

It is OK to share my name with the nominees listed. I wish for my nomination to remain anonymous.

ELECTED Positions:

PRESIDENT: The president is responsible for overseeing the operations of the PTO. They preside at all meetings including setting the agenda, running the meeting, and review/approve the minutes prior to release. Approves the work and is kept informed of all committee meetings. Also responsible for setting the yearly operating budget. This person should have a good working relationship with the staff and administration of the school, and will act as a liaison between the school and the parent community. Flexibility with hours during the school day is a benefit to this position.

VICE-PRESIDENT: Aide to the President and will perform the duties of the President in their absence, moving to that position the following school year. Responsible to maintain the Bobcat Bulletin Board, Alumni Scholarship, Welcoming Committee, and a Greeter at PTO meetings. Also responsible for the annual examination of the financial records by a qualified individual. Flexibility with hours during the school day is a benefit to this position.

SECRETARY: Keeps a written record of all meetings and all records pertaining to the business of the PTO, except those of the treasurer. Also conducts all necessary correspondence. This position requires a highly organized, detail oriented person. Hours are flexible and daytime availability is not required.

TREASURER: Receives all monies of the PTO, keeps an accurate record of receipts and expenditures, and pays out funds authorized by the president/membership. Provides a financial statement at every meeting or when requested by the Executive Board. Provides complete financial books for the annual examination and for monthly reconciliation to the bank account. Assures that checks and balances are in place for all fundraisers. This person is bonded and must submit to a background check if requested. This position requires extensive knowledge of Excel, a high degree of organization, and excellent communication skills. A background in accounting/bookkeeping is an asset. Some flexibility with hours during the school day is helpful to this position.

WAYS & MEANS COORDINATOR: Responsible for any and all fundraising activities where students are asked to participate. This person should help coordinate the type of fundraising so it does not interfere with fundraising activities already planned during the year. Reviews policies in place to insure that appropriate checks and balances are in place for all fundraising monies. Hours are flexible and daytime availability is not required.

PARLIAMENTARIAN: Responsible for making sure that meetings are conducted in an appropriate manner. The Parliamentarian will monitor discussion time for each person, may provide education on Rules & Procedures as necessary or recommendations to the president for procedures including review of the Bylaws, and will be a greeter at all PTO meetings. This person should be highly knowledgeable about Robert's Rules and parliamentary procedures. Hours are flexible and daytime availability is not required.

COMMUNICATIONS COORDINATOR: Responsible for updating and maintaining the PTO website, all official Facebook pages, and acting as a liaison between TPS Communications and PTO events. This position requires a working knowledge of website management (currently Google Sites), social media knowledge, and excellent communication skills. Hours are flexible and daytime availability is not required.

APPOINTED Positions:

ATHLETICS COMMITTEE: There will be a minimum of 3 volunteers to fill this committee. Responsible for planning leagues, communication with parents, filling volunteer coaching positions, providing accurate roster information, making sure medical files are up to date, fielding parent questions and scheduling. Full Year Commitment.

BOX TOPS/LFE COORDINATOR: This person should be organized and able to communicate effectively with Beverly staff and parents. Works with a team of volunteer parents who will assist in counting BoxTops and Labels for Education monthly and will plan and implement monthly prizes for winning classrooms. Full Year Commitment.

5-8 GR DANCE COMMITTEE CHAIR: Plans with the help of a committee, coordinates chaperones for, and executes two 5-8th grade school dances. (1) Fall Dance & (1) Spring Dance.

SPRIT WEAR COORDINATOR: Oversees all spirit wear inventory and sales throughout the school year. Sets pricing and item choices with approval of the board. Should be highly organized, able to respond quickly to requests, and highly organized. Inventory and sales reports should be available to the executive board as needed. Full Year Commitment.

GRANDPARENTS DANCE CHAIR: Plans with the help of a committee, coordinates volunteers to staff, and executes the grandparent's dance. Late Winter/Spring.

6/8TH GRADE FUNDRAISING CHAIR: This person should be HIGHLY organized, have great communication skills, have some bookkeeping or accounting skills, and be able to pass a background check. Fall/Winter.

BEVERLY BAKERS COORDINATOR: Acts as a liaison between event chairs and parent volunteers. Should be communicative and responsive to requests. Full Year Commitment.

