



# We've Got Some Shoes to Fill!

It is time to elect the 2017-2019 PTO Board! Nominate yourself or someone else.

Questions about a position contact Alison Milobar at (916) 395-4580 or [geptopresident@yahoo.com](mailto:geptopresident@yahoo.com).

## President - Elected

- Leads PTO Meetings
- Review the Treasurer's Report
- Have regular check-in meetings with Principal
- Oversees committees
- Delegates tasks

## Vice-President - Elected

- Assist the President
- Participate in board meetings and provide insight
- Be an ambassador for the PTO and the school
- Coordinate restaurant nights

## Treasurer - Elected

- Maintain finances
- Create financial reports
- Reconcile bank accounts
- Make deposits and write checks
- Prepare registers for fundraisers

## Secretary - Elected

- Record meeting minutes
- Maintain documents
- Oversee communication
- Provide meeting minutes for school website

## Committee Chairs - Volunteer/Appointed

- |                           |                          |                             |
|---------------------------|--------------------------|-----------------------------|
| • Box Tops Challenge      | • Newsletter Printer     | • Spirit Wear               |
| • Hand-Made Holiday Night | • Pancake Breakfast      | • Teacher Appreciation Week |
| • Jog-A-Thon              | • Parent Representative  | • Teacher Welcome Back      |
| • Family Movie Night      | • Facebook Administrator | • Yearbook                  |

## Nominations for the 2017-2019 PTO Board

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Contact Info: \_\_\_\_\_

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Please return bottom portion to your child's classroom or the school office by 5/25/17.