

## CFES PTO Election Nomination Form

It is nomination time for CFES PTO officers! We invite all individuals, regardless of previous experience, who would be willing to serve at least one term to help us continue building a strong foundation for the CFES PTO. **Our mission is to raise funds for the school in order to contribute to the educational experience and well-being of the Cedar Forest Elementary School community!**

Each year the PTO holds an election for the positions on the PTO Board. One vote per household is allowed. Elections will be held on Thursday, May 10<sup>th</sup> 2018 at 6:45 in the school library. You must be present to vote.

The complete description of each position is printed below. You may nominate yourself for any of the positions listed below. Please include an email address and phone number. All nominees will be contacted to confirm their interest in running for a position on the board.

If you have any questions, please contact the current board via email at [CedarForestPTO@gmail.com](mailto:CedarForestPTO@gmail.com).

**Please return this form to the school no later than May 3<sup>rd</sup> so that we have time to contact all nominees.**

**PTO Board positions: (We are looking for new members! Please consider joining the board!)**

**President:** The president shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, coordinate the work of all the officers and committees so that the purpose of the organization is served.

**Vice President:** Oversee the committee system of the PTO, assist the President and chair meetings in the absence of the President, and other duties as needed.

**Secretary:** Record and distribute minutes of all Executive Board meetings and all General PTO meetings, prepare agendas for official PTO meetings, and hold historical records for the PTO.

**Treasurer:** Serve as custodian of the PTO's finances, collect revenue, pay authorized expenses, report financial activity every month, help to create an annual operating budget for board approval, facilitate an annual audit, and hold all financial records.

**Fundraising Coordinator:** Work with the board to set up Spirit nights in the area and other fundraisers. Contacts businesses, prints and distributes fliers.

**Communications Coordinator:** Will work with the PTO Board in sending out information to manage communications and marketing for the PTO through email and Facebook, and other channels as needed.

**Event Coordinator:** Plans school social events; including bingo night, movie nights, and teacher appreciation week.

**Spirit Wear Coordinator:** Manages, organizes, and prepares Spirit Wear inventory to be sold. Actively searches out and negotiates pricing with vendors, places orders as needed.

**Members at Large:** Supports the PTO Board as needed.

Position	Name	Phone #	Email