



April 12, 2021

Dear Jaindl Families,

With the end of the school year approaching, we will be accepting nominations for officer positions on our Jaindl PTO Board for the 2021-2022 school year. If you are interested in becoming a PTO Executive Board member and you have your volunteer clearances on file with the district, you may nominate yourself for **one** of the following open PTO Executive Board Positions: Vice President of Activities, Vice President of Fundraising, Vice President of Volunteers, Secretary or Treasurer.

This year the nominating procedure will be completed online. Please read the brief descriptions of each Executive Board position below before completing the [nomination form](#). Please only complete the [nomination form](#) if you are willing to hold one of the Executive Board positions for 2 years. The nomination form will be available until **3:30 PM on May 10th**. Elections will be held at our PTO Meeting on **Wednesday, May 12th at 7pm** via Zoom. Only one vote per household. Please feel free to email the PTO with any questions you may have regarding the PTO Executive Board offices or the election process at jaindl.pto.board@gmail.com.

- **Co-Presidents:** Responsible for supervising the PTO and seeing to the proper functioning of the activities and to the proper enforcement of the bylaws. The Co-Presidents shall preside at all meetings of the PTO and shall be members of all committees. The Co-Presidents are responsible for providing a written agenda for all meetings.
- **Vice President of Activities:** Responsible for coordinating, planning, organizing and executing PTO events throughout the year. (Examples: family movie nights, holiday party, staff appreciation, school dances, talent show, color run, etc.)
- **Vice President of Fundraising:** Responsible for all current fundraising activities as well as seeking out new ideas/ways to raise funds.
- **Vice President of Volunteers:** Responsible for coordinating all volunteers, compiling contact lists and distributing those lists as needed. (Examples: picture day helpers, hearing and vision screenings, Kindergarten registration)
- **Secretary:** Responsible for recording minutes at all PTO meetings as well as providing a written copy for approval at the next PTO meeting and having a file to uploaded to the website. The secretary shall oversee the PTO website and

Facebook page and school directory and shall provide sign-in sheets at all meetings and maintain copies for future use.

- Treasurer: Responsible for receiving funds of the organization, keeping an accurate record of receipts and expenditures, and paying out funds in accordance with the approval of the Executive Board. The treasurer is also responsible for providing cash boxes with change when requested by chairperson. The treasurer will present a financial statement at every PTO meeting. Treasurer is responsible for completing the PTO's tax return or will give financial records to an outside accountant who will prepare and file the PTO's tax return at the cost of the PTO.

Sincerely,

PTO Executive Board

Mr. Jeffrey Bartman, Principal