



Westpine Middle P.T.O.

Nominations & Elections for 2017-2018

You can make a difference!

Parent involvement is critical for a successful school. Please consider volunteering as a PTO officer or a committee chair for 2017-2018. There are jobs that take no more than a couple hours a month, some that are seasonal, and a few that require a routine commitment.

Dedicated teachers, staff, and **PARENTS** help make Westpine Middle School a great school! Join us – it's rewarding, it's important, it's even fun!

Nominate yourself or someone else.

If you have any questions, please email us at WestpinePTO@Gmail.com.

Elections will be held at the PTO General Meeting on Thursday, May 4th at 6:30pm in the Media Center.

Officer Descriptions

President – Serve as leader and key contact for the PTO; preside at all PTO meetings; ex-officio member of most committees; appoint chairpersons for special committees; coordinate the work of the officers and committees so that the PTO's objectives can be met. (Effort: year-round, on-going)

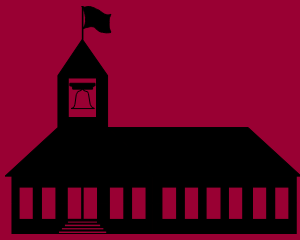
Vice President - Act as an aide to the President; perform the duties of the President in the absence or inability of that officer to serve; assume other responsibilities as assigned by the Executive Board; coordinate the general activities of any Special Committees created by the Executive Board. (Effort: year-round, time varies depending upon roles)

Secretary - Keep the minutes of all general meetings and all meetings of the Executive Board; prepare correspondence and perform all other duties assigned; maintain master documents; help recruit committee chairpersons for all vacant standing committees of the board; keep the calendar of events for the PTO. (Effort: 3-4 hours per month, includes attending meeting and typing up minutes)

Treasurer - Be responsible for and have custody of all funds; make disbursements as properly authorized; be present at all PTO events where money will be collected; assure that PTO policies and best practices are followed with regards to funds; prepare financial reports for each meeting and as needed; prepare the books for an annual audit. (Effort: 4-5 hours per month, average)

<u>Elected Officers</u>	Nominee Name	Contact Info
President	_____	_____
Vice President	_____	_____
Secretary	_____	_____
Treasurer	_____	_____

<u>Committee Chairs</u>	Nominee Name	Contact Info
Membership	_____	_____
Volunteer Coordinator	_____	_____
Box Top Coordinator	_____	_____



**Step Up
You Can Make A Difference.**

YOUR PTO IN ACTION

Programs Supported:

- Teacher Appreciation Week
- Box Tops for Education
- Clubs

Events Sponsored:

- Back-to-School Orientation
- Winter Wonderland Holiday Shop
- 6th Grade Dance
- All Grades Dance
- 8th Grade Formal
- 5th grade Round-up
- Walk-A-Thon
- Mega Party
- Award Ceremonies

Services & Supplies:

- School T-Shirts
- Student Agendas
- School Sweatshirts
- Volunteers Recruited
- School Fundraising Efforts

