



TROPICAL PTO BOARD NOMINATION FORM

Do you know someone that would be a great addition to the Tropical PTO Board?

Nominations for the 2018—2019 school year are open now through March 31, 2018. Self nominations are welcome. Please return this form to the PTO box in the front office or email it to tropicalpto@gmail.com.

Nominee (First and Last name, email and ph#)

President:

Vice President:

Secretary:

Treasurer:

Treasurer-Elect:

Nominated by:

(Anonymous nominations are accepted.)

PTO BOARD JOB DESCRIPTIONS

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, serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the Officers and committees to ensure the purpose of the organization is served.

Vice President – The Vice President shall assist the President and carry out the President's duties in his or her absence or inability to serve. He or she shall also oversee the committee system of the PTO. The Vice President serves this term with the expectation of serving as President for the next year's term.

Secretary – The Secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The Secretary also keeps a copy of the minutes, by-laws, rules, membership list, and any other necessary supplies and brings them to meetings.

Treasurer – The Treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the PTO Board. He or she will present a financial statement at every meeting and at other times of the year when requested by the PTO Board and develop a full report at the end of the year.

Treasurer-Elect – The Treasurer-Elect shall assist the Treasurer and carry out the Treasurer's duties in his or her absence or inability to serve. The Treasurer-Elect shall succeed the Treasurer. The Treasurer-Elect serves this term with the expectation of serving as Treasurer for the next year's term.

