****

**Jefferson Elementary PTO**

(Parent Teacher Organization)

**Officer Nomination Form**

The election of PTO officers for the 2017-2018 school year is just around the corner! Serving on the PTO board is a great way to get more involved at school, meet new people and make a difference! You will help shape the priorities of the board for the next year and build a stronger school community.

We are seeking nominations for President, Vice President, Secretary and Treasurer. The term of office is one year.

**By Monday, April 3rd**

* If you are interested in running for a position or wish to nominate someone, please complete the form on the reverse side of this letter and return it to the school office (they will place it in the PTO mailbox). All nominees will be contacted and given the opportunity to accept or decline the nomination.

**April 11th PTO Meeting**

* All nominations will be reviewed at the meeting and published in the minutes. **No nominations will be accepted after the April 11th meeting.**

**May 9th PTO Meeting**

* A complete list of nominees will be published in the meeting agenda along with a statement from each candidate. The nominees will be introduced and have an opportunity to tell a little more about themselves.
* Voting will occur by simple majority.
* New officers shall take office immediately after the May meeting overlapping for a transition period with the outgoing officers through August.

Feel free to contact any of the current PTO board members if you want to learn more about the positions and responsibilities. We are happy to answer any questions!

**PTO Officers 2016 – 2017**

Jessica Wegener President jess.wegener@gmail.com

Alex Olson Vice President alexandra.olson@ahschools.us

Missy Persaud Treasurer mcpersaud@yahoo.com

Adriann Kell Secretary adriann.kell@ahschools.us

**President**

* Attend and preside over PTO meetings
* Provide an agenda for PTO meetings
* Assist in researching and implementing new projects as voted upon by the group
* Volunteer as needed and able with various PTO events
* Primary responsibility for checking account

**Vice President**

* Assume the duties of the president in his/her absence
* Attend PTO meetings
* Keep track of all equipment owned by the PTO
* Volunteer as needed and able with various PTO events
* Secondary responsibility for checking account

**Secretary**

* Attend PTO meetings and compile minutes
* Copy and distribute minutes
* Maintain permanent record of PTO minutes for the group
* Volunteer as needed and able with various PTO events

**Treasurer**

* Keep financial records of PTO group and present statement of accounts at meetings
* Work with the Accountant hired by the PTO to do the following:
	+ Compile a year-end financial statement detailing the activities of the year
	+ Provide information and facilitate IRS form 990EZ and complete a Charitable Organization Annual Report for the MN Office of the Attorney General
* Complete a Nonprofit Corporation Annual Registration for the MN Secretary of State
* Volunteer as needed and able with various PTO events

**PTO Officer Nomination Form 2017 – 2018 School Year**

\_\_\_\_\_ I am interested in running for the following position/s:

(Circle any that apply) President Vice President Treasurer Secretary

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ I wish to nominate\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name) for the following position/s:

(Circle any that apply) President Vice President Treasurer Secretary

He/She can be reached at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Phone Number)

Return to the school office **no later than April 3rd, 2017**