

**2020-2021
PTO OFFICER NOMINATIONS**

Our Mission is to create a safe, nurturing, learning environment that empowers students to achieve personal excellence while building confidence.

Curious about what we do? Do you have special skills/attributes that would qualify you for a position? Can you foster a positive partnership between the parents, students and staff of RME? Then the PTO wants you!

If you would like to be on the Board or wish to nominate someone, please complete the form below and return it to school.

WITHOUT INTERESTED PARENTS THE PTO WOULD NOT EXIST.

DEADLINE FOR NOMINATION FORM SUBMISSION IS MAY 25, 2020

2020-2021 BOARD NOMINEES WILL BE ANNOUNCED AT THE
JUNE 1, 2020 PTO MEETING.

President: Serves as executive officer of the organization. Presides and participates in all executive and group meetings. Collaborates with school principal and acts as parent/teacher liaison. Performs other duties as needed.

Vice President: Acts as aid to the president and performs the duties in the absence or inability of the president. Works with the volunteer coordinator and committee chairs. Performs other duties as needed.

Secretary: Takes notes and keeps minutes at PTO Officer's meetings and general PTO meetings. Assists with content creation and correspondence relating to PTO events and distributes as needed. Works with committee chairs. Performs other duties as needed.

Treasurer: Documents all incoming expenses from fundraisers. Pays bills and reimbursements that may occur. Makes deposits and maintains PTO checking account. Reports account balances at monthly meetings. Performs other duties as needed.

Fundraising Chairperson: Plans, organizes and helps manage all fundraising events and activities.

Nominee Name: _____

Position: _____

Skills/Attributes: _____

Phone/e-mail: _____

Please complete the above information and place in an envelope labeled **PTO NOMINATIONS**. Return to school with your child by **May 25, 2020**.

If you have any questions about the offices, please feel free to contact any current officer or email rmes.pto@gmail.com.