

# TJEMS PTO

## Executive Board Nominations

### 2019-2021

The time has come to begin the process of electing our next TJEMS PTO Executive Board. This elected board will serve for 2 years, for school years 2019/20 and 2020/21. Both self-nominations and nominations for others are acceptable. Please refer to the back of this form for a detailed description of the duties and responsibilities of each of the positions.

Nominations will be accepted through March 28<sup>th</sup> with elections to occur in April. Please write the names of your nominees on the line next to the position and return to your child's teacher.

President \_\_\_\_\_

Vice President \_\_\_\_\_

Treasurer \_\_\_\_\_

Secretary \_\_\_\_\_

Teacher/Staff Rep \_\_\_\_\_

## **Descriptions of Duties & Responsibilities**

### **President:**

- To act as a member of the Board of Directors and manage the property, business, and affairs of TJEMS 501(c)3. As Secretary, to direct and record the operations of TJEMS 501(c)3
- Responsible for addressing parents and teachers/staff at any event where needed
- Responsible for running PTO and other meetings in a timely fashion including preparing the agenda
- Responsible for interacting with the principal as needed for PTO requests
- Responsible for communicating with committee chairs and providing support as needed
- Collect PTO mail and distribute to appropriate officers

### **Vice President:**

- Responsible for stepping in when the President is not available
- Assisting the Secretary with the PTO correspondence that are sent home with students (this may include printing, copying, sorting, and distributing)
- Overseeing the updates of the PTO display case in the lobby and the PTO bulletin board outside the cafeteria (with the assistance of the other officers)
- Overseeing the relationship between the TJEMS representative and the Community Engagement Specialist from BCPS
- Collect PTO mail and distribute to appropriate officers

### **Treasurer:**

- To act as a member of the Board of Directors and manage the property, business, and affairs of TJEMS 501(c)3. As Secretary, to direct and record the operations of TJEMS 501(c)3.
- Responsible for managing the PTO checkbook with oversight and approval from the other board members
- Responsible for budgeting of expenses for both current school year and future school year(s)
- Responsible for deposits of any incoming revenue including monitoring of the PTO Square account (treasurer should be available during regular business/banking hours in order to complete required transactions)
- Responsible for reporting to the PTO and school for treasurers reports and examination of PTO financial records
- Responsible for managing teacher/staff grant and student hardship requests and presenting them to the board for approval
- Collect PTO mail and distribute to appropriate officers

### **Secretary:**

- To act as a member of the Board of Directors and manage the property, business, and affairs of TJEMS 501(c)3. As Secretary, to direct and record the operations of TJEMS 501(c)3
- Responsible for keeping and reporting minutes of each meeting
- Responsible for reporting meeting minutes and sign-in sheets to the current board president and the principal
- Responsible for all correspondence (examples would be thank you letters, fliers sent home, and posting on Classroom Parent pertinent information)
- Collect PTO mail and distribute to appropriate officers
- Organize election for The Parent Advisory Team on the School Family Council and the election for the PTO Executive Board

### **Teacher/Staff Representative:**

- Responsible for attending PTO meetings and relaying teacher needs/requests/information
- Responsible for delivering Principal report when the Principal is unavailable

**\*\* All officers should be aware that while there is no requirement of a specific amount of time spent at school, they are the “face” of the PTO to parents, teachers, staff, and students. \*\***

# TJEMS 501(c)(3) Advisory Committee

## For school years 2019/20 and 2020/21

The time has come to begin the process of electing our next TJEMS 501(c)(3) Parent Board Members. This elected board will serve for 2 years, school years 2019/20 and 2020/21. Both self-nominations and nominations for others are acceptable.

Nominations will be accepted through March 28<sup>th</sup> with elections to occur in April. Please write the names of your nominees on the line next to the position and return to your child's teacher.

Member at large \_\_\_\_\_

To act as a member of the Board of Directors and manage the property, business and affairs of TJEMS 501(c)3.

Member at large \_\_\_\_\_

To act as a member of the Board of Directors and manage the property, business and affairs of TJEMS 501(c)3.

Member at large \_\_\_\_\_

To act as a member of the Board of Directors and manage the property, business and affairs of TJEMS 501(c)3.

Member at large \_\_\_\_\_

To act as a member of the Board of Directors and manage the property, business and affairs of TJEMS 501(c)3.